

Shoreline City Clerk

Receiving

1269

I-00-015

King County Sheriff's  
Office



Tracking # I000015  
(Assigned by Purchasing)

## CONTRACT REVIEW/APPROVAL ROUTING FORMS

# PENDING

### INSTRUCTIONS:

1. Complete and include the Routing Form/Contract Memorandum and the Contract Financial Information Worksheet.
2. Attach three (3) copies of the contract agreement document.
2. For amendments/change orders to agreements, include one (1) copy of the original agreement, along with two (2) copies of the actual amendment/change order.
3. All copies of the agreement should be signed by the consultant/contractor after review by the City Attorney.
4. Include all data requested on the worksheet, including termination date.
5. Upon completion of the review process, distribute three (3) copies of the contract agreement as follows: one to the department, who should then forward the copy back to the contractor and two copies forwarded to the City Clerk's Office.

### CONTRACT DESCRIPTION

Contract Originator: Bob Deis  
Department/Division: City Manager's Office Date: 8/17/00

Type of Contract: ☐ (C) Construction ☐ (G) Purchase of Goods ☒ (I) Intergovernmental Agreement  
☐ (P) Personal Services ☐ (L) Lease Agreement ☐ (O) Other  
☐ (A) Addendum ☐ (W) Public Works ☐ (S) Purchase of Services (all types)  
☐ (GR) Grants

Contract Modification: This is a replacement contract for previous one

Bid/RFP Number: \_\_\_\_\_ Escrow Acct. Set Up: ☐ Yes ☐ No

Brief Description: Police Service Contract Between K.C. Sheriff and City

Name of Contractor, Lessor, Vendor: King County Sheriff's Office

Employer ID or SS # (required for Professional Services Contracts): \_\_\_\_\_

Effective Date: 1/1/2000 Termination Date: 12/31/2002 m. final term option to renew to 12/31/2005

Total Amount of Contract: \$5,752,984 per year Program # and Object: Various Public Safety Coding  
(including reimbursable expenses)

Source of Funds: General Fund

Payment Terms (monthly installments, progress payments, etc.): \_\_\_\_\_

Remarks: The King County Clerk needs copy without holes punched in it.

### SIGNATURE

### ROUTE:

(Determined by  
Purchasing Mgr)

- ☒ 1. Department Head  
☒ 2. Purchasing  
☒ 3. Budget  
☒ 4. City Attorney  
☒ 5. Purchasing

R Deis 8/16 Date  
CHR 8/18  
WJ 8/18  
WJ 8/21

- ☒ 6. City Council  
(if required)

- ☒ 7. City Manager  
☒ 8. City Clerk

Date  
Approved 6/12/2000  
R Deis 8/22/00  
RAR 8/22/00

I-00015

# SHERIFF

## KING COUNTY

KING COUNTY SHERIFF'S OFFICE  
516 Third Avenue W-116  
Seattle, WA 98104-2312  
Tel: (206) 296-4155 • Fax: (206) 296-0168

*David G. Reichert*  
Sheriff

March 11, 2004

Ms. Carol Shenk  
City Clerk, City of Shoreline  
17544 Midvale Ave. N  
Shoreline, WA 98133-4921

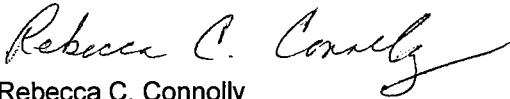
RE: Request for Contract Documents

Dear Ms. Shenk:

Per your conversation today with Captain Debbie Huntsinger, I am sending you an original of the interlocal agreement between the City of Shoreline and King County relating to law enforcement services. In addition, you will find copies of amendments relating to arson investigations and computer replacement, and a letter documenting the vote by the Oversight Committee to continue the contract.

If you have any questions or need additional documents, please contact me at 206-205-7610. Thank you.

Sincerely,



Rebecca C. Connolly  
KCSO Contract Program Lead

Enclosures

# COPY

CITY OF SHORELINE

Clerk's Receiving

No: 1269

Date: 8/22/00

## INTERLOCAL AGREEMENT BETWEEN KING COUNTY AND THE CITY OF SHORELINE RELATING TO LAW ENFORCEMENT SERVICES

# PENDING

This is an Interlocal Agreement between King County, a home rule charter county, a political subdivision of the State of Washington, hereinafter referred to as the "County", and the City of Shoreline, a municipal corporation of the State of Washington, hereinafter referred to as the "City".

WHEREAS, a number of cities in King County contract with the County for the provision of law enforcement services within their City boundaries, and

WHEREAS, the County has adopted policies that support the development and continuation of these contracts to preserve the quality, depth and breadth of its law enforcement services, and

WHEREAS, the King County Sheriff's Office (KCSO) acts on behalf of the City, which is responsible for law enforcement services within its jurisdiction; and

WHEREAS, the County and the contract cities recently completed negotiating a new interlocal agreement for 2000 and beyond, which embodies the following principles adopted by County Council Motion 9540:

1. County law enforcement employees should feel responsibility toward and demonstrate responsiveness to cities with agreements for law enforcement services.
2. Each city should have the flexibility to determine the level and deployment of certain services and to identify service priorities, thereby controlling costs.
3. Each city should have the ability to choose unique police uniforms and markings for police vehicles assigned to the City.
4. County law enforcement employees should work cooperatively with city organizations in a problem-solving mode to improve the safety and welfare of city residents and visitors.
5. The County should provide at a reasonable and predictable cost, efficient, high-quality, appropriate law enforcement services supported by technology that furthers the goals of each city and the County.
6. The contracts and service agreements should maintain equity among the interests of city and unincorporated area residents.
7. The agreements should preserve, to the extent practical, the valuable law enforcement services provided by the KCSO, while providing a high level of local service and decision-making.

NOW, THEREFORE, pursuant to RCW 39.34, the County and the City hereby agree:

1. Law Enforcement Services. The County will make available to the City any of the law enforcement services listed in Exhibit A, "King County Sheriff's Services" (Exhibit A), which is incorporated herein by reference.
  - 1.1. Precinct/City Services. Precinct/city services consist of law enforcement and other related services provided by personnel assigned to a police precinct primarily for the benefit of the geographic areas within the boundaries of the precinct except as may be modified by Section 2. Precinct/city services include:
    - 1.1.1. Reactive patrol to enforce state law and City-adopted municipal, criminal, and traffic codes and to respond to residents' and business' calls for service;
    - 1.1.2. Proactive patrol to prevent and deter criminal activity;
    - 1.1.3. Traffic patrol to enforce applicable traffic codes;
    - 1.1.4. Precinct detectives to investigate local crimes such as burglary, vandalism and auto theft;
    - 1.1.5. Community service and community crime prevention deputies;

- 1.1.6. Drug Awareness Resistance Education (DARE) deputies;
- 1.1.7. Precinct command and support staff; and
- 1.1.8. Police reserves to perform a variety of routine police patrol functions.
- 1.1.9. For purposes of this agreement, precinct/city services shall be considered required or optional in accordance with Exhibit A, except that precinct command staff shall not be required if the City opts to provide its own precinct under Section 6.4.
- 1.2. Support Services. Support services consist of:
  - 1.2.1. Investigation services by deputies assigned to a central criminal investigation unit investigating such crimes as major crimes, drug offenses, fraud and such reports as missing persons, vice, and major accidents. These deputies are supported by crime scene analysis, crime laboratory, polygraph, identification, and evidence control.
  - 1.2.2. Special operations services such as canine patrol, hostage negotiations, tactical unit, and bomb disposal; and
  - 1.2.3. Communications services, including call receiving, dispatch, and reports.
  - 1.2.4. For purposes of this agreement, precinct/city services shall be considered required or optional in accordance with Exhibit A, except that hostage negotiation and bomb disposal may be provided by City deputies under the city department model described herein.
- 1.3. Administrative Services. Administrative services include legal advisor, planning and statistics, subpoena control, training, weapons permits, accounting, payroll, personnel, labor relations, media relations, fleet control, radio maintenance, purchasing, records, inspections/internal investigations, and other services provided by other County Agencies in support of the KCSO. Such services do not include legal services of the King County Prosecuting Attorney relating to enforcement of municipal criminal and traffic codes or prosecutions arising thereunder.
  - 1.3.1. For purposes of this agreement, administrative services shall be required, except as otherwise noted in Exhibit A, which is incorporated herein by reference.
- 2. City Department, Shared Supervision and Flexible Services Models. Law enforcement services provided to the City under this agreement shall be available to the City under a city department model, a shared supervision model, or a flexible services model, provided that the City must select any service that is required in accordance with Exhibit A.
  - 2.1. City Department Model. Under the city department model, the level, degree and type of precinct/city services and the number of positions assigned to those services shall be determined by the City in consultation with the King County Sheriff or his/her designee.
    - 2.1.1. Such positions shall be assigned to the City and shall be dedicated to work within the City limits, subject to responses to assist another jurisdiction or County police precinct according to mutually agreed-upon written criteria.
    - 2.1.2. The number of such positions assigned to the City will remain constant. The City recognizes that the number of personnel may vary to the extent that positions are vacant or positions are filled but not available for assignment, including Phase I and Phase II recruits and personnel on long-term disability leave, vacation leave, sick leave or other leave. In accordance with Section 6.9, the transfer of personnel will be coordinated by the KCSO, in consultation with the City Chief Executive Officer or designee, to minimize the impact of potential vacancies.
    - 2.1.3. Support and administrative services shall be provided to the City at the level, degree and type as provided by the County in unincorporated King County, except as otherwise modified by Section 6.3.

2.1.4. Additional support services may be purchased by the City and assigned for the sole benefit of the City, provided they are optional services as defined in Exhibit A.

2.2. Shared Supervision Model. Under the shared supervision model, the level, degree and type of precinct/city direct services (e.g., reactive patrol, precinct detectives, and City administrative sergeants) and the number of positions assigned to those services shall be determined by the City in consultation with the King County Sheriff or his/her designee. Precinct command and supervision shall be shared by the County and the City.

2.2.1. Such precinct/city direct services positions shall be assigned to the City and shall work within the City limits, subject to responses to assist another jurisdiction or County police precinct according to mutually agreed-upon written criteria.

2.2.2. The number of such positions assigned to the City will remain constant. The City recognizes that the number of personnel may vary to the extent that positions are vacant or positions are filled but not available for assignment, including Phase I and Phase II recruits and personnel on long-term disability leave, vacation leave, sick leave or other leave. In accordance with Section 6.9, the transfer of personnel will be coordinated by the KCSO, in consultation with the City Chief Executive Officer or designee, to minimize the impact of potential vacancies.

2.2.3. Support and administrative services shall be provided to the City at the level, degree and type as provided by the County in unincorporated King County, except as otherwise modified by Section 6.3.

2.2.4. Additional support services may be purchased by the City and assigned for the sole benefit of the City, provided they are optional services as defined in Exhibit A.

2.3. Flexible Services Model. Under the flexible services model, base level law enforcement services will be provided to the City in proportion to the City's share of workload, unless the City enhances services as provided for herein or unless the City opts to provide its own precinct under Section 6.4.

2.3.1. Positions designated to provide precinct/city services to the City shall be dedicated to work within the precinct in which the City is located, subject to responses to assist another jurisdiction or KCSO precinct according to mutually agreed-upon written criteria.

2.3.2. Additional precinct/city services may be purchased at the discretion of the City and will be used in accordance with mutually agreed-upon protocols.

2.3.3. Additional support services may be purchased by the City for the sole benefit of the City, with the exception of any support service that is required in accordance with Exhibit A.

### 3. City Law Enforcement Services.

3.1. 2000 City Law Enforcement Services. Beginning January 1, 2000, the County agrees to provide to the City the level, degree and type of precinct/city and support services in accordance with Exhibit B, "Financial Exhibit" (Exhibit B), along with related administrative services.

3.2. Revisions to City Law Enforcement Services. In 2001 and thereafter, revisions to City law enforcement services shall be made in accordance with Section 4.

### 4. Compensation.

4.1. Development of Service Costs. The County shall develop service costs for each precinct/city, support, and administrative service provided by the KCSO.

4.1.1. Service costs shall include, but not be limited to, salary, benefits and special pays, if any, for personnel providing the service, along with any associated clothing allowance, quartermaster, overtime, supplies, services, telephone, motor pool, lease cars, systems services, insurance, equipment and associated administrative costs. If not already included, costs shall include

adjustments for cost-of-living and inflation.

- 4.1.2. Service costs shall not include the cost of services that are required by state law, provided only within unincorporated King County, or supported by a dedicated revenue source, and services excluded from cost allocation at the discretion of the County. For the purpose of the agreement, such services and their associated administrative costs shall be considered non-chargeable.
- 4.1.3. Service costs shall reflect the deduction of revenues.
- 4.2. Development of Unit Costs. The County shall develop unit costs for each precinct/city and support service based on service costs developed in accordance with Section 4.1. Unit costs are listed in Exhibit A.
- 4.3. Calculation of City's Estimated Agreement Amount. Service costs and unit costs shall be the basis for calculating the City's estimated agreement amount. The City shall be charged for services on the basis of FTE's (full-time equivalents) or workload billing factors as outlined in Exhibit A.
- 4.4. City's Estimated Agreement Amount. The estimated agreement amount is shown in Exhibit B. The County agrees to revise this amount annually following the King County Council's adoption of the Annual County budget. The County will provide the City by March of the year for which the budget has been adopted a revised estimated agreement amount, if it is less than the amount shown in Exhibit B.
- 4.5. Mid-year Adjustment. Mid-year supplemental appropriations requested by the City will be reflected as adjustments in the current year estimated agreement amount.
- 4.6. Billing. The estimated agreement amount shall be billed monthly in 12 equal amounts. Payments shall be due within 30 days after invoicing by the County.
- 4.7. Revisions to City Law Enforcement Services and Agreement Amount. Beginning in 2000, by September 1, or the first working day thereafter, the County shall provide the City with an estimate of the subsequent year's unit costs and service data in the form of a revised Exhibit A and an estimate of the City's agreement amount for the same level of service for the subsequent year in the form of a revised Exhibit B. By September 15, or the first working day thereafter, the City shall notify the County of any changes in service or model for the subsequent year. By October 5, or the first working day thereafter, the County shall provide the City with the estimated agreement amount for the subsequent year based on the changes in service requested by the City, along with revisions to Exhibit B.
- 4.8. Limit on Annual Growth for Selected Expenditures. A cap on growth in charges shall be in place for the sum of the following group of items: quartermaster, supplies, services, telephones, capital, system services, printing, central county support services, insurance, and motor pool, except for vehicle purchase and fuel. The annual growth in the sum of these costs per FTE shall not exceed the growth in the previous July to June Urban Wage and Clerical Workers Index for greater Seattle. All other charges, including but not limited to any costs related to existing contractual obligations or labor contracts currently in negotiations, binding arbitration requirements, federal or state court mandates, federal or state law requirements, recommendations of the Oversight Committee that have a fiscal impact and are approved by the County, or any other costs determined by the full Oversight Committee to be beyond the County's control, shall not be subject to this cap.
- 4.9. Reports. The City will receive a monthly Overtime, Salary, Special Pay and Benefits Report that will include current and year-to-date expenditures for overtime, salary, special pay, and benefits. The report will provide a comparison between the actual expenditures and budgeted amounts based on the adopted March Cost Book and exhibits for the previous calendar year. The City will also receive monthly vacancy reports.
- 4.10. Application. The City hereby agrees to pay for discretionary overtime expenses separately. Only

dedicated police and dedicated support staff overtime, salary, special pay, and benefit costs are covered by this section.

- 4.10.1. The City agrees to pay for actual overtime, salary, special pay, and benefit costs.
- 4.10.2. If the City has a population of under 20,000 and exceeds its budgeted amount for overtime, special pay, salaries, and benefits by more than five percent, it will have the option to pay the amount exceeding five percent over the subsequent two years. At least 50 percent of the balance must be paid in the second year after the overage occurs. The City is responsible for paying the overage that does not exceed five percent in the first year.
- 4.10.3. Upon termination of an Interlocal Agreement between the City and the County, the City is obligated to pay all incurred overtime, special pay, salaries, and benefits overage costs by the termination date.
- 4.11. Reconciliation. Annual adjustments will be made in March of each year in such a way that if the City has a positive balance at year-end of the previous calendar year, it will receive a credit, and if the City has a deficit, it will receive a debit in the subsequent monthly billing. All computations will be based on actual overtime, salary, special pay, and benefits costs.
- 4.12. Computation. The cost formula shall be calculated by totaling the actual costs of overtime, salary, special pay, and benefits of the City and reconciling that figure to the City's budgeted amount. The annual adjustment process would occur as described in Section 4.11.
- 4.13. Discretionary Overtime. It is the intent of the City and the KCSO to provide operational overtime when requested for special events, dignitary protection and unusual occurrences. Overtime, when requested in these categories, will be billable at the actual overtime rate of the deputy(s) working. Responses to events listed below are treated as if the event were occurring in any other jurisdiction, with the responsibility falling on that jurisdiction.
  - 4.13.1. If the City requests and utilizes KCSO deputies on overtime for special events within the City, the actual deputy overtime expenditure will be billed to the City following the event. This billing will occur with the standard monthly billing, in accordance with Section 4.6. Examples include, but are not limited to, park patrol, parades, and community events.
  - 4.13.2. If the City experiences a disaster or unusual occurrence that is confined within its boundaries and officer overtime is requested by the City Police Chief to stabilize the situation, the actual overtime expenditures will be billed only if disaster relief reimbursement funds are not approved. Examples of this include, but are not limited to, a plane crash, riot, or union strike.
  - 4.13.3. In the case of a County, State, or National declared disaster for which overtime is required to manage the event, the overtime expense will be billed to the appropriate agency (e.g., FEMA). If reimbursement for overtime is not granted, then the City will be responsible for the direct overtime expense, less any mutual aid provided. Examples of this include, but are not limited to, flooding, windstorms, and sink holes.
  - 4.13.4. In the event a dignitary requiring federal, state, or local protection visits a City, the City will determine if additional police response is needed. The City Chief Executive Officer, in consultation with the City Police Chief, will establish the level of service to be provided.
  - 4.13.5. The KCSO Special Operations Section provides dignitary protection when the dignitary arrives in the County and assists in escorting the dignitary to the City. If the dignitary detail includes the US Secret Service, other Federal Government Agencies, or KCSO Special Operations, then the City is not responsible for expenses related to that detail. City expense is confined to meeting the City's established level of service for the dignitary visit, if overtime is incurred. Examples of dignitary protection services include, but are not limited to, traffic and crowd control related to visits from the Office of the President of the United States and foreign dignitaries.



4.13.6. Billing Process: The City Police Chief will accumulate and code all special event overtime forms. The original form will be routed to payroll and a copy forwarded to the Contract Unit for billing preparation.

5. Decisions and Policy-Making Authorities. The County will provide the services identified in Exhibit B in accordance with the following:

5.1. Operational Decisions and Policy-Making Authorities. The respective authorities of the City and the County to make operational decisions and develop and implement policies shall be governed by the guidelines contained in Exhibit C, "Roles and Responsibilities of Contract Service Personnel" (Exhibit C).

5.2. City Police Chief. The City may designate a county officer assigned to the City to act in the capacity of the police chief, consistent with the guidelines contained in Exhibit C.

6. Special Provisions.

6.1. Use of Non-Sworn Personnel. The City and the County intend to increase the use of non-sworn personnel, and the parties agree that the following functions and positions, among others, can be considered by the Oversight Committee for civilianization: parking enforcement; warrant service; court liaison; crime scene technician; evidence transport; background investigations; records management; crime prevention; accident scene traffic director; missing children services; lost property services; vacation house checks; business watch; permitting; fingerprinting; abandoned vehicle tagging; park patrol; and prisoner transport.

6.2. City Purchases. As an alternative to using the County's routine supplies and equipment, the City may purchase routine supplies or purchase or lease any equipment for its own use, provided that prior written approval is obtained from the County and the equipment can be integrated into applicable County systems. Routine supplies and equipment include, but are not limited to, paper, copying machines, cellular telephones, and office furnishings. In the event the City has received County approval to purchase and/or lease any of these or similar items for its own use, the County will delete from the City's contract amount the full county charge for any items that otherwise would have been provided by the County. The County will not approve items it can provide at an equal or lower cost or that are not standard issue.

6.3. Hourly Charges for Optional Support Services. To the extent the City does not select one or more support services designated as optional, the County will not charge the City for those services. In the event that any of these services are deployed at the request of the City's Police Chief or his/her designee with the appropriate authority, the City agrees to pay the County for the service based on the hourly charges contained in Exhibit E, "Hourly Costs For Selected Services" (Exhibit E). The County intends to apply these charges to other jurisdictions, regardless of whether the jurisdiction has an agreement with the County for law enforcement services.

6.4. City Police Facility. A City that selects either a city or shared supervision model department may purchase or lease its own facility and provide for the operation and maintenance of said facility. The facility must meet or exceed all applicable city, state and federal codes and requirements. The facility must also adequately meet the space and security needs of permanently assigned KCSO personnel. The City will be responsible for all charges associated with the planning, design, construction, and/or renovation of the facility and property.

6.4.1. If the City provides a full-function police precinct as defined in Exhibit F, "Glossary of Terms" (Exhibit F) for all precinct personnel serving the city, the County will delete all applicable support, facilities, operation, and maintenance costs for city-assigned personnel. If the City provides city police facilities that otherwise meet the full definition of a police precinct but house fewer than all precinct personnel serving the city, the County agrees to negotiate on a case-by-case basis an equitable reduction of charges to the City. This reduction

of charges to the City shall equal the contract charges for facilities, support, operations and maintenance for the personnel housed in the city facility. In all cases, plans and cost adjustment for city police precincts, support and operations must be negotiated and agreed upon in writing in advance, and payment for police services must remain current within 30 days of billing by the County.

- 6.5. Use of City Facility by County. There may be situations when the County needs to lease space for personnel serving unincorporated King County from the City. When this situation occurs, the County and the City may choose to negotiate for the use of a city facility on a case-by-case basis.
- 6.6. Refund of Accrued Replacement Reserves. If the City has reimbursed the County for the initial purchase of any equipment prior to this agreement, or if the City has purchased equipment under the provisions of Section 6.2, and if the City chooses to terminate this agreement, the County agrees to refund to the City any accrued replacement reserves, and any accrued market rate interest, on such equipment, including vehicles, and transfer ownership of such equipment from the County to the City.
- 6.7. Exclusion of Replacement Charges for 800 MHz Radios. If the City or County chooses to terminate this agreement, the County agrees to transfer ownership of that number of radios determined to have been purchased by the 800 MHz Levy from the County to the City. The City agrees to assume responsibility for any service costs associated with continued use of the radios on the regional 800 MHz radio system, including the cost of subscriber access, reprogramming, and maintenance. All other police 800 MHz radios used in the City will revert to County ownership. The cost of additional radios shall be borne by the City.
- 6.8. Observation of Labor Negotiations. The City may participate with other cities that contract with the County for law enforcement services to select no more than two representatives to observe labor negotiations between the County and the collective bargaining units representing the employees of the KCSO, provided that such observers adhere to rules established by the County and the bargaining units for the negotiations.
- 6.9. Stabilization of Personnel. The County will coordinate transfers to minimize the time positions are vacant, as well as the impact of vacancies to cities.
  - 6.9.1. Deputies who have been with the City for less than 24 months will not be granted a lateral transfer except with the concurrence of the City Chief Executive Officer.
  - 6.9.2. Timing and replacement of city-assigned staff who are promoted to a position outside the city will be managed with the concurrence of the City Chief Executive Officer.
- 6.10. Assignment of Detectives. At the request of the City and to the extent feasible, as determined by the KCSO in consultation with the City members of the Oversight Committee, the County shall assign to the precinct incorporating the City detectives from the KCSO Criminal Investigation Division, with the exception of detectives in the Major Crimes Unit of the division.
- 6.11. Additional Training. The City may provide training for City precinct detectives to perform criminal investigations for any optional criminal investigation services. The cost of any such training shall be borne by the City.
- 6.12. Cost Effect of Service Decisions. The City's costs shall not be raised as a result of another city's decision regarding the level or makeup of services. The County reserves the right to eliminate services to fulfill this provision.
- 6.13. Requests for Support Services. The City Police Chief or his/her designee shall have the authority to request any support service provided to the City. If such request is denied, the commander in charge of the support service shall review the decision and provide a report to the City Chief Executive Officer regarding the final determination.
- 6.14. City Identification. The City may select unique insignia and/or colors for uniforms and/or vehicles used by the deputies assigned to the City, provided that some form of the KCSO logo is retained on

the uniforms and vehicles. To the extent that the annual quartermaster allowance exceeds the costs of routine replacement of uniform items, the allowance shall be applied to the costs of adding the insignia to the uniforms or replacing the uniforms with alternative uniforms. Additional costs related to the uniforms shall be borne by the City. However, whenever an officer leaves the City, either at the initiative of the County or of the officer, within 24 months or less after the assignment to the City, and the cost of outfitting the replacement officer in the City exceeds the City's annual quartermaster allocation, then the City and the County shall split the cost equally. The uniforms will be pooled by the KCSO quartermaster and reissued to new or existing City deputies. The City will retain items that were specially purchased by the City (e.g., bicycle uniforms). Each City is allocated a quartermaster budget calculated by multiplying the number of dedicated sworn personnel by the quartermaster cost per FTE as calculated in the costing book each year. If, at the end of the year, the City goes over its allocated quartermaster budget due to the additional cost of City-specific uniform items, those additional costs will be billed in the following year.

- 6.15. Start-up Costs. The City agrees to reimburse the County for any and all personnel costs incurred toward hiring deputies in the year prior to their being assigned to the City.. These costs, further described in Section 4.1 herein, shall be added to the total costs billed for year the deputies are assigned to the city and paid by the City according to this agreement.
- 6.16. Asset seizure. The KCSO Drug Enforcement (DEU) and Vice Units shall be the seizing entities for any asset seizure and forfeiture investigations involving drug-related offenses in violation of the Uniform Controlled Substances Act (RCW 69.50.505), violations of the Legend Drug Act (RCW 69.41), violations of the Money Laundering Act (RCW 9A.83), and/or any additional criminal or civil seizure statutes that may be applicable currently or in the future related, initiated by the City within its jurisdiction, or other cases initiated pursuant to asset seizure laws and under this agreement.
  - 6.16.1. The terms of this agreement apply to seizures and forfeitures that result from investigations initiated by, or with significant participation by, the City, regardless of whether the City contracts for DEU or Vice services.
  - 6.16.2. Seizures and forfeitures not initiated by, and without significant participation by, the City, are not covered by this agreement, and the City will not be provided a share of any forfeited funds.
  - 6.16.3. If there is a dispute as to the City's share of any forfeited funds, the person in charge of the DEU or Vice Unit and the City Police Chief will meet to attempt to resolve the matter. If this process does not result in a mutually-agreed upon resolution, the dispute will be handled in accordance with Sections 16 and 17 of this agreement.
  - 6.16.4. The KCSO will be responsible for gathering the proceeds from all relevant sales, for accounting for all seizures and forfeitures in conjunction with the personal and real property encompassed under the agreement, for submitting the 10 percent to the State of Washington in accordance with RCW 69.50.505 or making any other mandatory disbursement under the applicable statutes, and for distributing the remaining funds -- in equal shares -- to the parties. This distribution of remaining funds will occur after the KCSO has deducted any and all costs incurred related to the seizure and forfeiture. The final accounting of the seizure and distribution of funds will accompany the check the County writes to the City.
  - 6.16.5. Any properties, real or personal, forfeited to the KCSO pursuant to this agreement will be sold in accordance with RCW 69.50.505.
  - 6.16.6. Any funds distributed to the City will be used in accordance with RCW 69.50.505(i). By signing this agreement, the City acknowledges that it is solely responsible for familiarizing itself with the authorized use of forfeited funds as stated in the applicable RCW Chapter. If the City uses forfeited funds in a manner contrary to the seizure statutes, the County may terminate the asset forfeiture provisions of this agreement with 24 hours notice.

- 6.16.7. The KCSO DEU has sole discretion over the manner in which cases will proceed, including the discretion to settle or dismiss a case if deemed appropriate, and whether assets forfeited will be sold or put into service.
- 6.16.8. Any and all property seized by and forfeited to the KCSO Drug Enforcement or Vice Unit, whether by order of the court, or accepted in settlement in conjunction with this agreement, will be divided in the same manner as indicated above.
- 6.16.9. The parties agree and acknowledge that the attorney assigned to the KCSO DEU does not have an attorney-client relationship with the City. If such an attorney-client relationship exists, it exists only between the KCSO and the attorney assigned to the KCSO Drug Enforcement Unit.
- 6.17. Business Plan Development (Strategic Plan): The KCSO will develop a multi-year police services business plan that includes the City in the process. This process would identify KCSO initiatives in advance of the budget year. The goals would be:
- Document the long-term vision for the KCSO (3 to 5 year time frame); departmental mission and core business(s).
  - Identify strategic goals for accomplishing the vision; be action oriented with a strong emphasis on achieving practical outcomes.
  - Identify how customers will be served consistent with the vision and with limited financial resources.
  - Provide objectives, including performance measures, where available, that can be evaluated in the future.
- 6.18. Computers
- 6.18.1. The KCSO will provide a laptop and appropriate accessories or a desktop computer to every dedicated and flex sworn FTE purchased by the City.
- 6.18.2. The KCSO Computer Resources Unit will be responsible for the repair and maintenance of all equipment, software, and accessories that are used in conjunction with the mobile computing program.
- 6.18.3. Replacement computers will be furnished via the Computer Replacement Fund, approximately every three years. The City will be charged a monthly replacement fee based on the number of computers in the City. This annual cost will appear as a separate line in Exhibit B. If the City bought its own computers, it will receive the unspent balance of the replacement funds should the agreement be terminated.
- 6.18.4. Annually, the County will estimate the purchase price of replacement hardware, software, accessories and tax. The monthly computer replacement cost will be calculated on a useful life of three years.
- 6.19. Fire Investigation
- 6.19.1. For the year 2000, the City may purchase fire investigation services through this agreement. These services will be provided by the King County Department of Development and Environmental Services (DDES) Fire Marshall's Office by separate agreement with the KCSO. The cost for this service is shown on Exhibit B, and will be calculated in accordance with Exhibit G: "Arson Investigation Costing Model". Fire Investigation callouts will be in accordance with protocols outlined in Exhibit H: "Arson Investigation Call Out Protocols", unless superseded by new or revised protocols adopted by the Oversight Committee, DDES and affected fire agencies.
- 6.19.2. During the year 2000, the Oversight Committee will sponsor a series of discussions, to include the KCSO, DDES, the King County Executive, contract cities, Fire Agencies, and other cities receiving DDES Fire Investigation Services. The KCSO, in conjunction with

DDES, fire agencies and the cities will be responsible for developing a work plan for Oversight Committee approval. The purpose of this work plan will be to identify options for the long-term provision of fire investigation services to city customers. The work plan may consider the following issues: call-out protocols, costing methods, service delivery and organizational issues. The intent of these parties is that the Oversight Committee will make a recommendation for future service delivery by October 31, 2000.

6.19.3. Day-to-day fire investigation operational issues will be handled at the lowest practical organizational level. This may typically include staff from the city police, fire agencies and DDES.

6.20. Police Investigations Information. The KCSO Major Accident Response and Reconstruction Unit (MARR) and other police investigative services under this agreement shall include providing the City access to all records related to investigations of traffic collisions within the City, upon request, as the records are completed or become available, including but not limited to State Traffic Collision Reports, photographs, diagrams, witness statements and victim(s) statements in the possession of the KCSO. Distribution of toxicology reports and autopsy reports will be controlled by RCW 46.52.065 and 68.50.105. If victims or witnesses identified in any police report or statement have not been interviewed by County personnel, City representatives will coordinate their interviews of these persons with the KCSO prior to contact to avoid prejudice to ongoing criminal investigations, including discussion of scope, timing and value of joint interviews. The KCSO and the City will name representatives to implement this section.

## 7. Reporting.

7.1. Reporting Districts. Reporting districts coterminous with the City boundaries will be maintained to enable accurate data collection on law enforcement services provided and criminal activity.

7.2. Notification of Criminal Activity. The City Police Chief, if designated, or the precinct commander will notify the City in the event of a significant criminal occurrence within the City.

7.3. Quarterly Reports. The County will report quarterly on criminal activity and on law enforcement services provided by major category of service as listed in Exhibit B.

## 8. Personnel and Equipment. The County is acting hereunder as an independent contractor so that:

8.1. Control of Personnel. Control of personnel, standards of performance, discipline and all other aspects of performance shall be governed entirely by the County. Allegations of misconduct shall be investigated in accordance with Exhibit D, "Internal Investigations Protocol for Contract Cities" (Exhibit D).

8.2. Status of Employees. All persons rendering service hereunder shall be for all purposes employees of the County, except that the City may hire non-commissioned City employees to perform certain functions in conjunction with County police personnel.

8.3. Liabilities. All liabilities for salaries, wages, any other compensation, injury, sickness or liability to the public for negligent acts or omissions arising from performance of the law enforcement services by the County hereunder shall be that of the County.

8.4. Provision of Personnel. The County shall furnish all personnel and such resources and material deemed by the County as necessary to provide the level of law enforcement service herein described.

8.5. Municipal Violations. KCSO commissioned personnel shall cite violations of municipal ordinances into the City's municipal court.

## 9. City Responsibilities. In support of the County providing the services described in Exhibit B, the City promises the following.

9.1. Municipal Police Authority. The City promises to confer municipal police authority on such County deputies as might be engaged hereunder in enforcing City ordinances within City boundaries, for the

purposes of carrying out this agreement.

- 9.2. Municipal Criminal Code. The City promises to adopt a criminal municipal code that incorporates, at a minimum, any portion of the Washington State criminal code defining a crime or crimes, which falls within the jurisdiction of the district or municipal court. This includes all misdemeanors and gross misdemeanors. Provided, that if the City fails to adopt, chooses not to adopt, or repeals such criminal municipal code, the City shall be responsible for reimbursing the County for all expenses associated with prosecution, adjudication, sentencing, and incarceration in any criminal case involving a crime that could have been included within a City municipal code.
- 9.3. Special Supplies. The City promises to supply at its own cost and expense any special supplies, stationary, notices, forms, and the like where such must be issued in the name of the City.
10. Duration. This agreement is effective upon authorization and signature by both parties, except that services and charges shall commence on January 1, 2000. The agreement period shall continue until December 31, 2002, and may be extended until December 31, 2004 by consensus of the Oversight Committee. After the original or extended agreement period has elapsed, the agreement shall renew automatically from year to year unless negotiations for a new contract are initiated by the Oversight Committee, those negotiations are completed and a new contract is adopted, or unless either party initiates the termination process outlined herein.
11. Termination Process. Either party may initiate a process to terminate this agreement as follows:
  - 11.1. Notice of Termination. The City may choose at some future time to provide law enforcement services other than through the County; similarly, the County may choose at some future time not to provide law enforcement services to the City. Any party wishing to terminate the agreement shall issue a written notice of intent not less than 45 days prior to issuing an 18-month written notice under section 11.2 of this agreement. Upon receipt of the written notice of intent, the City's Chief Executive Officer and the Sheriff shall hold a meeting, the purpose of which will be to understand the notice of intent including background of the reason(s), and a review of alternatives and impacts, among other matters. It is suggested that the Chair of the Oversight Committee be copied on any communication covered in this Section.
  - 11.2. Written Notice. After the 45-day period has run under Section 11.1 of this agreement, the party desiring to terminate the agreement shall provide at least 18 months written notice to the other party.
  - 11.3. Transition Plan. Within 120 days of the receipt of such written termination notice, the parties shall commence work on and complete a mutually agreed-upon transition plan providing for an orderly transition of responsibilities from the County to the City. The planning method should proceed along the lines of a project management approach to facilitate the joint planning process by the City and the County. The overarching goal of the transition plan will be to ensure there is not disruption in service to the community as the providers change. This plan would include desired outcomes, project phases (including a preliminary transition plan development) and timelines, and project roles and responsibilities. Each party shall bear its respective costs in developing the transition plan and each will work cooperatively with the other party in the coordination of efforts. The transition plan shall identify and address the continuity of professional and quality police services before, during and through the transition period. The transition plan shall also identify and address any personnel, capital equipment, workload and any other issues related to the transition. Each party shall bear its respective costs in developing the transition plan.
  - 11.4. Termination and/or Interest Charge. In the event the City fails to make a monthly payment within 60 days of billing, the County may charge an interest rate within two percentage points of the interest rate on the monthly County investment earnings. In addition, in the event the City fails to make a monthly payment within 120 days of billing, the County may terminate this agreement with 90 days written notice.

- 11.4.1. If the City and County are in disagreement over a portion of the bill, the City can withhold the disputed portion of the bill by placing the amount in escrow and following the process outlined in Section 16.3 for resolution of agreement dispute issues.
- 11.4.2. The County will not charge interest on the disputed portion of the bill nor will it begin the termination process as outlined in section 11.4 so long as the City follows the process outlined in 11.4.1 and pays the non-disputed portion of the bill within 60 days of billing.

## 12. Indemnification.

- 12.1. City Held Harmless. The County shall indemnify and hold harmless the City and its officers, agents, and employees, or any of them from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by any reason of or arising out of any negligent act or omission of the County, its officers, agents, and employees, or any of them relating to or arising out of performing services pursuant to this agreement. In the event that any such suit based upon such a claim, action, loss, or damages is brought against the City, the County shall defend the same at its sole cost and expense; provided that the City reserves the right to participate in said suit if any principle of governmental or public law is involved; and if final judgment in said suit be rendered against the City, and its officers, agents, and employees, or any of them, or jointly against the City and the County and their respective officers, agents, and employees, or any of them, the County shall satisfy the same.
- 12.2. County Held Harmless. The City shall indemnify and hold harmless the County and its officers, agents, and employees, or any of them from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by any reason of or arising out of any negligent act or omission of the City, its officers, agents, and employees, or any of them relating to or arising out of performing services pursuant to this agreement. In the event that any suit based upon such a claim, action, loss, or damages is brought against the County, the City shall defend the same at its sole cost and expense; provided that the County reserves the right to participate in said suit if any principle of governmental or public law is involved; and if final judgment be rendered against the County, and its officers, agents, and employees, or any of them, or jointly against the County and the City and their respective officers, agents, and employees, or any of them, the City shall satisfy the same.
- 12.3. Liability Related to City Ordinances, Policies, Rules and Regulations. In executing this agreement, the County does not assume liability or responsibility for or in any way release the City from any liability or responsibility which arises in whole or in part from the existence or effect of City ordinances, policies, rules or regulations. If any cause, claim, suit, action or administrative proceeding is commenced in which the enforceability and/or validity of any such City ordinance, policy, rule or regulation is at issue, the City shall defend the same at its sole expense and, if judgment is entered or damages are awarded against the City, the County, or both, the City shall satisfy the same, including all chargeable costs and reasonable attorney's fees.
- 12.4. Waiver Under Washington Industrial Insurance Act. The foregoing indemnity is specifically intended to constitute a waiver of each party's immunity under Washington's Industrial Insurance Act, Chapter 51 RCW, as respects the other party only, and only to the extent necessary to provide the indemnified party with a full and complete indemnity of claims made by the indemnitor's employees. The parties acknowledge that these provisions were specifically negotiated and agreed upon by them.
13. Non-discrimination. The County and the City certify that they are Equal Opportunity Employers. The County has developed and implemented Affirmative Action Programs in accordance with the guidelines in Revised Order 4 of the United States Department of Labor. The City will develop and implement Affirmative Action Programs that meet the applicable federal standards.
14. Audits and Inspections. The records and documents with respect to all matters covered by this agreement shall be subject to inspection, review or audit by the County or City during the term of this agreement and three (3) years after termination.

15. Amendments. This agreement may be amended at any time by mutual written agreement of the City, the King County Sheriff, and the King County Executive, provided that any such amendment must be approved by the Oversight Committee pursuant to section 17.2.4 of this agreement.

16. Agreement Administration.

16.1. Agreement Administrators. The City Chief Executive Officer and the City Police Chief, if designated, or the precinct commander shall serve as agreement administrators to review agreement performance and resolve operational problems. The agreement administrators will meet at least quarterly with either party authorized to call additional meetings with ten days written notice to the other.

16.2. Referral of Unresolved Problems. The City Chief Executive Officer shall refer any police service operational problem, which cannot be resolved, to the King County Sheriff. The Sheriff and City Chief Executive Officer shall meet as necessary to resolve such issues. Unresolved problems shall be referred to the Oversight Committee.

16.3. Agreement Dispute Issues. Agreement dispute issues involving agreement language interpretation, cost, and other non-operational matters shall be referred to the Sheriff, the Chair of the Oversight Committee, the King County Executive's representative to the Oversight Committee, and the affected party or parties to review and resolve. In the event that the dispute involves the city of the Oversight Committee Chair, the Oversight Committee will designate an alternate City Chief Executive Officer to serve as Chair of the Oversight Committee for the purpose of resolving the specific issue. Any unresolved problems shall be referred to the Oversight Committee as a whole.

17. Agreement Oversight.

17.1. Oversight Committee. The City and the County agree to establish an Oversight Committee consisting of the chief executive officers, or their designees, of the cities that contract with the County for law enforcement services, the King County Sheriff, one person designated by the County Executive, and one person designated by the chair of the King County Council's Law, Justice and Human Services Committee, or its successor.

17.2. Scope of Committee. The committee shall meet at least bi-monthly to ensure the parties comply with the provisions of this agreement, including the administration of the agreement and the management and delivery of police services under the agreement.

17.2.1. In addition, the committee shall establish performance measurements, standards, and benchmarks for evaluating the quality of the County's police services. These performance measures shall be developed in cooperation with the Cities that contract for police services. Focus of these measures shall be based on outcome measurements for effectiveness and efficiency as identified by the City Chief Executives and the Sheriff. The County shall work with the City, if desired, to develop a range of options by July 2000, or a later mutually agreed-upon date.

17.2.2. The City's member of the Oversight Committee may make recommendations on any issue affecting agreement costs and conditions, such as the budget for the KCSO, personnel recruitment, training and standards, and collective bargaining issues. These recommendations may reflect approval or disapproval of any County proposal relating to these issues and shall be submitted to the County Executive, County Council, and/or City Council as appropriate. The County shall provide a written report on the outcome of these recommendations.

17.2.3. If an operational problem or agreement dispute is referred to the Oversight Committee pursuant to sections 16.2 or 16.3 of this agreement, the Oversight Committee will meet and attempt to resolve the problem or dispute. If the Oversight Committee is unable to resolve the problem or dispute, this agreement shall be construed in accordance with the laws of the State of Washington.



17.2.4. The Oversight Committee is responsible for approving amendments to this agreement, which are first agreed to by the City, the King County Sheriff, and the King County Executive. A majority of a quorum of the Oversight Committee will constitute approval of a proposed amendment.

18. Entire Agreement/Waiver of Default. The parties agree that this agreement is the complete expression of the terms hereto and any oral or written representations or understandings not incorporated herein are excluded. Both parties recognize that time is of the essence in the performance of the provisions of this agreement. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of the agreement shall not be deemed to be waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the agreement unless stated to be such through written approval by the County, which shall be attached to the original agreement.

IN WITNESS WHEREOF, the parties have executed this agreement.

KING COUNTY

\_\_\_\_\_  
King County Executive

Approved as to Form

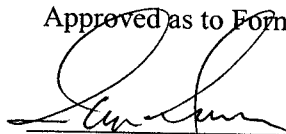
\_\_\_\_\_  
Deputy Prosecuting Attorney  
for NORM MALENG  
King County Prosecuting Attorney

City of Shoreline



Robert Deis, Chief Executive Officer

Approved as to Form



Ian Sievers, City Attorney

# PLACEHOLDER

for

KING COUNTY SHERIFF'S OFFICE  
SERVICE NOTEBOOK

2000 PROPOSED – RED BOOK

2000 ADOPTED – CORAL BOOK

King County Sheriff's Office

1998 Workload and Staffing

1998 DCFS		Total DCFS	% Precinct	% Precinct Flex	% Total
Precinct Two (Patrol Districts)					
Canation (R18)	302	0.64%	1.45%	0.22%	
Kemmore (E1-E3 was B1-B2)	3,447	7.34%	16.52%	2.55%	
North Bend (D1)	1,720	3.67%	0.00%	1.27%	
Sammanish (O1-O4 was C3-C5)	4,045	8.62%	19.38%	2.99%	
Shoreline (A1-A6)	13,560	28.89%	0.00%	10.04%	
Skykomish (W7)	16	0.03%	0.00%	0.01%	
Woodinville (W1)	3,629	7.73%	8.69%	2.69%	
Unincorporated Eastside	8,948	19.07%	0.00%	6.62%	
Unincorporated Westside	11,263	24.00%	53.96%	8.34%	

Precinct Three (Patrol Districts)					
Beaux Arts Village (R11)	44	0.10%	0.10%	0.03%	
Covington (H3)	3,793	8.64%	8.64%	2.81%	
Maple Valley (H1)	3,104	7.07%	7.07%	2.30%	
Newcastle (H2)	1,600	3.65%	3.65%	1.18%	
Unincorporated	35,348	80.54%	80.54%	26.17%	

Precinct Four (Patrol Districts)					
Burien (N1-N6)	12,934	29.23%	33.06%	9.58%	
SeaTac (L1-L4)	11,881	26.85%	30.37%	8.80%	
Vashon (V1)	367	0.83%	0.00%	0.27%	
Unincorporated Flex	14,312	32.35%	36.58%	10.60%	
Unincorporated	19,431	43.92%			

1998 DCFS							
Precinct Two		Precinct Three		Precinct Four			
Patrol District	DCFS	Patrol District	DCFS	Patrol District	DCFS		
A1	1,350	F1	2,207	K1	5,607		
A2	1,984	F2	3,390	K2	3,250		
A3	3,318	F3	4,315	K6	214		
A4	2,616	F4	5,145	K7	4,589		
A5	1,566	F5	4,892	K8	4,752		
A6	2,726	F6	1,324	K9	72		
A7	1,216	F7	1,655	K11	580		
B1	1,440	F8	3,325				
B2	1,133	F9	2,078	L1	2,072		
B3	1,595	F99	8	L2	2,279		
B4	1,958			L3	2,936		
B5	2,894	G1	503	L4	4,594		
B6	1,406	G2	94				
B7	853	G3	780	N1	2,760		
B8	1,440	G4	152	N2	2,321		
C1	1,892	G5	2,335	N3	3,291		
C2	1,452	G6	1,699	N4	2,626		
C22	1	G7	917	N5	1,936		
C3	1,683						
C4	1,843	H1	3,393	V1	367		
C5	2,445	H2	1,600				
C6	1,178	H3	4,033				
C7	885						
C9	174	R11	44				
D1	1,720						
E1	323						
E2	301						
E3	824						
E4	131						
E5	636						
R18	302						
W1	3,629						
W7	16						
Total	46,930	Total	43,889	Total	44,246		
						KCSO Total	135,065

	Part 1 Crimes	Part 2 Crimes	% Part I Crimes	Total Crimes	% Total Crimes
Precinct Two (Patrol Districts)	6,945	7,250	31.28%	14,195	31.52%
Camation (R18)	78	124	0.35%	202	0.45%
Kennore (E1-E3 was B1-B2)	691	721	3.11%	1,412	3.14%
North Bend (D1)	321	311	1.45%	632	1.40%
Sammanish (O1-O4 was C3-C5)	471	462	2.12%	934	2.07%
Shoreline (A1-A6)	2,117	2,227	9.54%	4,344	9.65%
Skykomish (W7)	7	8	0.03%	15	0.03%
Woodinville (W1)	550	446	2.48%	996	2.21%
Unincorporated	2,710	2,951	12.21%	5,660	12.57%
Precinct Three (Patrol Districts)	7,304	7,837	32.90%	15,141	33.62%
Beaux Arts Village (R11)	7	6	0.03%	13	0.03%
Covington (H3)	694	658	3.13%	1,352	3.00%
Maple Valley (H1)	487	579	2.19%	1,066	2.37%
Newcastle (H2)	228	372	1.03%	600	1.33%
Unincorporated	5,888	6,222	26.52%	12,110	26.89%
Precinct Four (Patrol Districts)	7,951	7,743	35.82%	15,694	34.85%
Burien (N1-N6)	2,395	2,377	10.79%	4,772	10.60%
SeaTac (L1-L4)	2,109	1,872	9.50%	3,981	8.84%
Skyway (K8)	738	731	3.32%	1,469	3.26%
Unincorporated	2,709	2,763	12.20%	5,472	12.15%
COUNTY TOTAL	22,200	22,830	100.00%	45,030	100.00%

Precinct Two				Precinct Three				Precinct Four	
Patrol District	Part 1 Crimes	Part 2 Crimes		Patrol District	Part 1 Crimes	Part 2 Crimes		Patrol District	Part 1 Crimes
A1	142	215		F1	343	251		K1	860
A2	324	266		F2	528	574		K11	123
A3	580	528		F3	793	754		K2	497
A4	465	502		F4	1,002	1,263		K6	61
A5	248	231		F5	812	905		K7	788
A6	358	485		F6	193	282		K8	738
A7	177	179		F7	238	294		K9	7
B1	367	315		F8	654	547		L1	366
B2	156	215		F9	278	418		L2	439
B3	132	176		F99	7	3		L3	588
B4	286	349		G1	100	60		L4	716
B5	417	498		G2	17	18		N1	387
B6	137	224		G3	124	121		N2	447
B7	92	111		G4	27	21		N3	596
B8	166	199		G5	389	365		N4	492
C1	439	408		G6	245	223		N5	473
C2	209	224		G7	138	123		N6	58
C22	3	2		H1	487	579		V1	315
C3	205	211		H2	228	372			
C4	193	159		H3	694	658			
C5	295	310		R11	7	6			
C6	115	156							
C7	82	152							
C9	233	55							
D1	321	311							
E1	23	32							
E2	24	44							
E3	81	55							
E4	11	11							
E5	29	49							
R18	78	124							
W1	550	446							
W7	7	8							
Total	14,195	6,945	7,250	15,141	7,304	7,837	7,250	15,694	7,951
									7,743

King County Sheriff's Office

1998 Workload and Staffing

1999 Precinct Staff Allocation														
	Precinct 2	Precinct 3	Precinct 4	Shoreline	Totals	P2 %	P3 %	P4 %	Shoreline	Total %				
Major	1	1	1	1	4	25.0%	25.0%	25.0%	25.0%	100.0%				
Captain - City Chief	1	0	1	0	2	50.0%	0.0%	50.0%	0.0%	100.0%				
Captains - Precinct Ops	2	2	2	1	7	28.6%	28.6%	28.6%	14.3%	100.0%				
CPOs Flex	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%				
CPOs City (storefront deputies)	1	0	0	2	3	33.3%	0.0%	0.0%	66.7%	100.0%				
CPOs County (storefront deputies)	4	3	4	0	11	36.4%	27.3%	36.4%	0.0%	100.0%				
Crime Analysis	1	1	1	0	3	33.3%	33.3%	33.3%	0.0%	100.0%				
Crime Prevention	0	1	1	0	2	0.0%	50.0%	50.0%	0.0%	100.0%				
DARE	0	0	1	0	1	0.0%	0.0%	100.0%	0.0%	100.0%				
Detectives	7	8	10	3	28	25.0%	28.6%	35.7%	10.7%	100.0%				
Detective Sergeants	1	1	1	1	4	25.0%	25.0%	25.0%	25.0%	100.0%				
Proactive/Emphasis Team	4	6	10	4	24	16.7%	25.0%	41.7%	16.7%	100.0%				
Proactive/COP Sgts.	0	1	2	0	3	0.0%	33.3%	66.7%	0.0%	100.0%				
HUD Funded Deputies	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%				
School Officer	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%				
Traffic/Motorcycle	1.5	0	0	0	5	30.0%	10.0%	0.0%	60.0%	100.0%				
Anti-Crime Deputies	0	0	5	0	5	0.0%	0.0%	100.0%	0.0%	100.0%				
Admin. Sergeant	1	0	2	0	3	33.3%	0.0%	66.7%	0.0%	100.0%				
Patrol Sergeants City	4	3	0	6	13	10.3%	7.7%	0.0%	15.4%	33.3%				
Patrol Sergeants County only	3.5	3	1	0	7.5	9.0%	7.7%	2.6%	0.0%	19.2%				
Patrol Sergeants Flex	5.5	5	8	0	18.5	14.1%	12.8%	20.5%	0.0%	47.4%				
Patrol Sergeants Total	13	11	9	6	39	33.3%	28.2%	23.1%	15.4%	100.0%				
Patrol Deputies City	36	22	45	23	126	12.6%	7.7%	15.7%	8.0%	44.1%				
Patrol Deputies County only	19	24	18	0	61	6.6%	8.4%	6.3%	0.0%	21.3%				
Patrol Deputies Flex	26	48	25	0	99	9.1%	16.8%	8.7%	0.0%	34.6%				
Patrol Deputies Total	81	94	88	23	286	28.3%	32.9%	30.8%	8.0%	100.0%				
Precinct Sworn Total	118.5	129.5	138	44	430	27.6%	30.1%	32.1%	10.2%	100.0%				
CSOs City	0	0.5	2	1	3.5	0.0%	14.3%	57.1%	28.6%	100.0%				
CSOs Flex	0	1	3	0	4	0.0%	25.0%	75.0%	0.0%	100.0%				
Clerical - City	0	0	0	1	1	0.0%	0.0%	0.0%	100.0%	100.0%				
Clerical - County	4	4	5	0	13	30.8%	30.8%	38.5%	0.0%	100.0%				
Evidence Tech	1	1	1	0	3	33.3%	33.3%	33.3%	0.0%	100.0%				
Precinct Staff Total	123.5	136	149	46	454.5	27.2%	29.9%	32.8%	10.1%	100.0%				

King County Sheriff's Office

1998 Workload and Staffing

Exhibit A, Part 3

Precinct Detectives' 1998 Workload			
	Detective Cases	% Precinct Cases	
Precinct Two & Five	1352	100.00%	
Camation	8	0.59%	
Kennmore	144	10.65%	
North Bend	27	2.00%	
Sammamish	93	6.88%	
Shoreline	560	41.42%	
Skykomish	0	0.00%	
Woodinville	93	6.88%	
Unincorporated	427	31.58%	
	Detective Cases	% Precinct Cases	
Precinct Three	1139	100.00%	
Beaux Arts Village	1	0.09%	
Covington	158	13.87%	
Maple Valley	127	11.15%	
Newcastle	42	3.69%	
Unincorporated	811	71.20%	
	Detective Cases	% Precinct Cases	
Precinct Four	1450	100.00%	
Burien	465	32.07%	
SeaTac	409	28.21%	
Unincorporated	576	39.72%	

King County Sheriffs Office

1998 Workload and Staffing

Exhibit A, Part 3

1996 Workload Indicators	Beaux Arts	Burien	Covington	Federal Way	Kennore	Maple Valley	North Bend	SeaTac	Shoreline	Skykomish	Woodinville	Non-Contract	Uninc.	Total
Part 1 Major Crimes	0	145	17	0	23	16	14	175	78	-	11	0	808	1,287
Bomb Disposal Incidents	0	10	8	24	4	1	2	1	15	-	4	19	94	182
Canine Details	0	211	6	308	130	29	14	224	197	-	82	-	1,138	2,339
FFOC Caseload	0	22	0	0	73	18	21	8	276	-	98	83	1,339	1,938
Hostage Negotiation Incidents	0	1	0	2	1	0	0	3	1	-	0	0	4	12
Tactical Unit Incidents	0	0	0	2	1	1	0	0	1	-	0	3	9	17
Vice Unit Arrests	0	0	0	0	0	0	0	0	0	-	0	2	33	35
Licensed Gambling Establishments	0	18	0	0	0	7	9	11	21	-	6	0	97	169

1996 Workload Indicators %	Beaux Arts	Burien	Covington	Federal Way	Kennore	Maple Valley	North Bend	SeaTac	Shoreline	Skykomish	Woodinville	Non-Contract	Uninc.	Total
Part 1 Major Crimes	0.00%	11.27%	1.32%	0.00%	1.79%	1.22%	1.09%	13.60%	6.06%	0.00%	0.85%	0.00%	62.81%	100.00%
Bomb Disposal Incidents	0.00%	5.49%	4.40%	13.19%	2.20%	0.55%	1.10%	0.55%	8.24%	0.00%	2.20%	10.44%	51.65%	100.00%
Canine Details	0.00%	9.02%	0.26%	13.17%	5.56%	1.24%	0.60%	9.58%	8.42%	0.00%	3.51%	0.00%	48.65%	100.00%
FFOC Caseload	0.00%	1.14%	0.00%	0.00%	3.77%	0.93%	1.08%	0.41%	14.24%	0.00%	5.06%	4.28%	69.09%	100.00%
Hostage Negotiation Incidents	0.00%	8.33%	0.00%	16.67%	8.33%	0.00%	0.00%	25.00%	8.33%	0.00%	0.00%	0.00%	33.33%	100.00%
Tactical Unit Incidents	0.00%	0.00%	0.00%	11.76%	5.88%	5.88%	0.00%	0.00%	5.88%	0.00%	0.00%	17.65%	52.94%	100.00%
Vice Unit Arrests	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.71%	94.29%	100.00%
Licensed Gambling Establishments	0.00%	10.65%	0.00%	0.00%	0.00%	4.14%	5.33%	6.51%	12.43%	0.00%	3.55%	0.00%	57.40%	100.00%

1997 Workload Indicators	Beaux Arts	Burien	Covington	Federal Way	Kennore	Maple Valley	Newcastle	North Bend	Sanmamish	SeaTac	Shoreline	Skykomish	Woodinville	Contract	Uninc.	Total
Part 1 Major Crimes	0	138	7	-	35	4	11	11	20	136	101	0	21	0	767	1,251
Bomb Disposal Incidents	0	10	0	-	15	0	0.5	2	12	7	13	0	5	43	62	170
Canine Details	0	277	52	-	169	47	0	31	22	213	244	1	120	112	1,310	2,598
FFOC Caseload	87	0	41	-	48	72	10.5	37	53	46	253	1	63	99	1,421	2,232
Hostage Negotiation Incidents	0	3	0	-	2	0	0	0	1	1	0	0	0	2	8	17
Tactical Unit Incidents	0	1	0	-	2	0	0	0	1	0	1	0	1	7	7	19
Vice Unit Arrests	0	2	0	-	0	0	0	0	0	3	17	0	0	8	54	84
Licensed Gambling Establishments	0	18	0	-	0	5	0	9	0	11	21	0	6	0	104	174

1997 Workload Indicators %	Beaux Arts	Burien	Covington	Federal Way	Kennore	Maple Valley	Newcastle	North Bend	Sanmamish	SeaTac	Shoreline	Skykomish	Woodinville	Non-Contract	Uninc.	Total
Part 1 Major Crimes	0.00%	11.03%	0.56%	0.00%	2.80%	0.32%	0.88%	0.88%	1.60%	10.87%	8.07%	0.00%	1.68%	0.00%	61.31%	100.00%
Bomb Disposal Incidents	0.00%	5.90%	0.00%	0.00%	8.85%	0.00%	0.29%	1.18%	7.08%	4.13%	7.67%	0.00%	2.95%	25.37%	36.58%	100.00%
Canine Details	0.00%	10.66%	2.00%	0.00%	6.51%	1.81%	0.00%	1.19%	0.85%	8.20%	9.39%	0.04%	4.62%	4.31%	50.42%	100.00%
FFOC Caseload	0.00%	3.90%	1.84%	0.00%	2.15%	3.23%	0.47%	1.66%	2.38%	2.06%	11.34%	0.04%	2.82%	4.44%	63.68%	100.00%
Hostage Negotiation Incidents	0.00%	17.65%	0.00%	0.00%	11.76%	0.00%	0.00%	0.00%	5.88%	5.88%	0.00%	0.00%	0.00%	11.76%	47.06%	100.00%
Tactical Unit Incidents	0.00%	5.26%	0.00%	0.00%	10.53%	0.00%	0.00%	0.00%	5.26%	0.00%	5.26%	0.00%	0.00%	36.84%	36.84%	100.00%
Vice Unit Arrests	0.00%	2.38%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	3.57%	20.24%	0.00%	0.00%	9.52%	64.29%	100.00%
Licensed Gambling Establishments	0.00%	10.34%	0.00%	0.00%	0.00%	2.87%	0.00%	5.17%	0.00%	6.32%	12.07%	0.00%	3.45%	0.00%	59.77%	100.00%

1998 Workload Indicators													
Part 1 Major Crimes													
Bomb Disposal Incidents	0	146	0	33	18	17	12	10	12	155	104	0	1
Canine Details	0	9	0	3	3	5	0	2	5	3	14	0	1
FFOC Caseload	0	220	0	28	88	80	0	12	23	128	162	0	25
Hostage Negotiation Incidents	0	128	0	59	42	40	4	42	37	103	226	1	1,483
Tactical Unit Incidents	0	2	0	0	0	0	0	0	0	1	1	0	2
Vice Unit Arrests	0	3	0	0	0	0	0	0	1	4	0	0	0
Licensed Gambling Establishments	0	0	0	0	1	0	0	0	0	0	4	0	0
	0	19	0	2	10	4	0	4	0	11	17	2	x
													90
													161

1998 Workload Indicators %													
Part 1 Major Crimes													
Bomb Disposal Incidents	0.00%	28.13%	0.00%	6.36%	3.47%	3.28%	2.31%	1.93%	2.31%	29.87%	20.04%	0.00%	0.19%
Canine Details	0.00%	6.87%	0.00%	2.29%	2.29%	3.82%	0.00%	1.53%	3.82%	2.29%	10.69%	0.00%	0.76%
FFOC Caseload	0.00%	12.64%	0.00%	1.61%	5.05%	4.60%	0.00%	0.69%	1.32%	7.35%	9.30%	0.00%	1.44%
Hostage Negotiation Incidents	0.00%	5.74%	0.00%	2.64%	1.88%	1.79%	0.18%	1.88%	1.66%	4.62%	10.13%	0.04%	0.00%
Tactical Unit Incidents	0.00%	9.09%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	4.55%	4.55%	0.00%	9.09%
Vice Unit Arrests	0.00%	10.71%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	3.57%	14.29%	0.00%	0.00%	0.00%
Licensed Gambling Establishments	0.00%	0.00%	0.00%	0.00%	0.77%	0.00%	0.00%	0.00%	0.00%	0.00%	3.08%	0.00%	0.00%
	0.00%	11.80%	0.00%	1.24%	6.21%	2.48%	0.00%	2.48%	0.00%	6.83%	10.56%	1.24%	0.00%
													55.90%
													100.00%

1996/97/98 Workload Indicator Average													
Part 1 Major Crimes													
Bomb Disposal Incidents	0.00	143.00	0.00	19.00	25.33	12.23	11.50	11.67	16.00	155.33	94.33	0.00	0.33
Canine Details	0.00	9.67	0.00	3.67	7.33	2.00	0.25	2.00	8.50	3.67	14.00	0.00	21.00
FFOC Caseload	0.00	236.00	0.00	28.67	129.00	52.00	0.00	19.00	22.50	188.33	201.00	0.33	45.67
Hostage Negotiation Incidents	0.00	79.00	0.00	33.33	54.33	43.33	7.25	33.33	45.00	52.33	251.67	0.67	60.67
Tactical Unit Incidents	0.00	2.00	0.00	1.00	1.00	0.00	0.00	0.00	0.50	1.67	0.67	0.00	1.33
Vice Unit Arrests	0.00	1.33	0.00	0.00	1.00	0.33	0.00	0.00	1.00	1.33	0.67	0.00	3.33
Licensed Gambling Establishments	0.00	0.67	0.00	0.00	0.33	0.00	0.00	0.00	0.00	1.00	7.00	0.00	3.33
	0.00	18.33	0.00	0.67	3.33	5.33	0.00	7.33	0.00	11.00	19.67	0.67	0.00
													97.00
													168

1996/97/98 Workload Indicator Average													
Part 1 Major Crimes													
Bomb Disposal Incidents	0.00%	13.91%	0.00%	1.83%	2.46%	1.19%	1.12%	1.13%	1.56%	15.11%	9.17%	0.00%	0.03%
Canine Details	0.00%	6.21%	0.00%	1.28%	4.71%	1.28%	0.16%	1.28%	5.46%	2.35%	8.99%	0.00%	51.07%
FFOC Caseload	0.00%	11.08%	0.00%	2.35%	6.05%	2.44%	0.00%	0.89%	1.06%	8.84%	9.43%	0.02%	13.48%
Hostage Negotiation Incidents	0.00%	3.67%	0.00%	1.55%	2.53%	2.01%	0.34%	1.55%	2.09%	2.43%	11.70%	0.03%	50.08%
Tactical Unit Incidents	0.00%	12.12%	0.00%	0.00%	6.06%	0.00%	0.00%	0.00%	3.03%	10.10%	4.04%	0.00%	52.61%
Vice Unit Arrests	0.00%	6.35%	0.00%	0.00%	4.76%	1.59%	0.00%	0.00%	4.76%	6.35%	3.17%	0.00%	2.82%
Licensed Gambling Establishments	0.00%	0.80%	0.00%	0.00%	0.40%	0.00%	0.00%	0.00%	0.00%	1.20%	8.43%	0.00%	65.75%
	0.00%	10.91%	0.00%	0.40%	1.98%	3.17%	0.00%	4.37%	0.00%	6.55%	11.71%	0.40%	8.08%
													56.57%
													100.00%



Shoreline - 2000

Exhibit B  
2000  
Proposed

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UPDATED FOR 1996-98 WORKLOAD AND 2000 PROPOSED RED BOOK  
CITY MODEL

Precinct/City Services		City Model			
Title	R/O	Billing Factor	Amount	Cost	FTEs
Canine (city)	R	FTE			
Captain - Operations	O	FTE	1.00	127,977	1.00
Captain- Pct. Operations	R	% FTE		-	-
Community Crime Prevention Unit	O	FTE		-	-
Storefront Officers	O	FTE	2.00	202,046	2.00
Community Service Officers	O	FTE	1.00	75,241	1.00
Evidence and Supply Tech	O	FTE	-	-	-
DARE	O	FTE	-	-	-
Pct. Facilities and Maintenance		% Pct. FTE	N/A	-	N/A
Major - City Chief	O	FTE	1.00	143,532	1.00
Major - Pct. Commander	R	% FTE		-	-
Motorcycle	O	FTE	3.00	258,033	3.00
Admin Spec II	O	FTE		-	-
Admin Spec III	O	FTE		-	-
Admin Spec IV	O	FTE	1.00	66,892	1.00
Pct. Crime Analysis	O	% FTE		-	-
Pct. Detectives	R	FTE	3.00	296,398	3.00
Pct. Detective Sgt.	R	FTE	1.00	108,129	1.00
Pct. Pro-Active	O	FTE	4.00	387,971	4.00
Reactive Patrol	O	FTE	23.00	2,323,525	23.00
Reactive Patrol Sgts.	R	FTE	6.00	681,146	6.00
Subtotal			\$	4,670,889	46.00

Support Services	R/O	?	Billing Factor	Amount	Service Cost	FTE
Air Support	O	N	% DCFS	10.04%	-	-
Asset Forfeiture	O					
Bomb Disposal Unit	R/O	Y	% Incidents	8.99%	13,316	0.09
Canine	R/O	Y	% Details	9.43%	94,164	0.75
Communications-911	R	Y	% DCFS	10.04%	553,605	7.13
Drug Enforcement Unit	O	N	% Pt 1 Crime	9.54%	-	-
DWI	O	N	FTE		-	-
Fraud, Forgery, Organized Crime	O	Y	% Caseload	11.70%	105,282	0.82
General Traffic	O	N	FTE		-	-
Hostage Negotiation	R/O	Y	% Incidents	4.04%	234	0.00
Major Crimes Detectives	R	Y	% Pt 1 Major Crime	9.17%	274,877	2.02
Homicide Placeholder			% Pt 1 Major Crime	9.17%	33,616	
Marine Patrol	O	N	NA		-	-
MARR Unit	R/O	N	% Incidents	10.16%	-	-
Tactical Unit	R	Y	% of Incidents	3.17%	8,953	0.05
Vice	O	N	% Unit Arrests	8.43%	-	-
Gambling	O	N	% Gambling Licenses	11.71%	-	-
Subtotal					1,084,046	10.86
Total					5,754,935	56.86
Less copier charges					(2,837)	
Less phone charges					(20,056)	
Revised Total					5,732,042	
Computer Replacement Fund (37 Computers)					45,942	
COPS Universal Hiring Credit (1.0 FTE) <sup>3</sup>					(25,000)	
REVISED TOTAL CHARGE					5,752,984	56.86

Note: Shoreline will pay for Air Support, the Drug Unit, and the MARR Unit on a per use basis at the prices shown in the updated Exhibit E. Asset forfeiture cases will be handled by the Asset Forfeiture Unit on a case by case basis with any proceeds shared on a 50/50 split between King County and the City of Shoreline.

- 1) The DARE officer will be replaced by a pilot SRO program. The costs of this program will be billed as discretionary overtime.  
2) Letter dated 1/13/99 adds a patrol officer for a total of 22 dedicated officers.  
3) COPS Universal Hiring Grant Credit will be received annually at \$25,000 per FTE for three years.

Shoreline - 2000

Exhibit B  
2000  
Proposed

Workload Indicators	City	% Prec	% Prec. Flex	%Total
Dispatched Calls	13560	28.89%	0.00%	10.04%
Pct Detective Caseload	560	41.42%		
Comm. Crime Prev. Cslid.		0.00%		0.00%
Part 1 Crimes	2,117			9.54%
Part 2 Crimes	2,227			
Total Crimes	4,344			9.65%
Part 1 Major Crimes	94.33			9.17%
Bomb Disposal Incidents	14.00			8.99%
Canine Details	201.00			9.43%
FFOC Caseload	251.67			11.70%
Hostage Negotiation Incidents	0.67			4.04%
Tactical Unit Incidents	0.67			3.17%
Vice Unit Arrests	7.00			8.43%
Licensed Gambling Establishments	19.67			11.71%
Precinct CPO Flex	-			
Precinct Crime Analysts	-			
Precinct Detectives	3			
Pct. Patrol Flex %	0.00%			
React Patrol Sgts. %	0.00%			
Captains - Precinct Ops	1			
Pct. Facilities and Maintenance cost	n/a			
Precinct Sworn Staff	44			
Precinct CCPU Staff	-			

Shoreline Precinct Staff	46.00
Telephone Cost per FTE	436
Total Shoreline Telephone Credit	20,056
Pct. 2 Copier Charges	10,453
# of FTE at Pct. 2 (inc. Shoreline)	170
Cost per FTE	62
Shoreline Precinct Staff	46
Shoreline Credit	2,837

## **EXHIBIT C**

### **ROLES AND RESPONSIBILITIES OF CONTRACT SERVICE PERSONNEL**

#### **I. ROLES AND RELATIONSHIPS**

##### **A) COMMISSIONED PERSONNEL**

- 1) Contract service police chiefs, as well as other commissioned personnel, will be responsive to the public safety needs of the contracting entity, as well as its officials, residents, and/or population served.

##### **B) CONTRACT POLICE CHIEF (CITY POLICE CHIEF FOR CONTRACT CITIES)**

- 1) Command Structure
  - (a) Reports directly to Precinct Commander
    - (i) If the contract police chief is a KCSO Major, then he or she shall report directly to Division Chief
    - (ii) Works at the direction of the City Chief Executive Officer or contract manager/administrator, and in compliance with KCSO policy, procedures, and directives.
- 2) Title/Insignia
  - (a) Police chiefs shall wear one star on each collar point signifying their role as "Police Chief" of a contracting entity. Regardless of KCSO rank, contract chiefs will be addressed as "Chief of Police" in public settings, such as city council meetings, public meetings, and contract service staff meetings.
- 3) Interaction with Contracting Entity
  - (a) The police chief shall interact with contract entity staff and officials in accordance with RCW 35.18.110
  - (b) The police chief shall discuss and agree upon protocols for routine, daily interactions with the contract service CEO or manager/administrator as deemed appropriate by the contracting entity.
  - (c) The police chief shall function as a department head within the contracting entity's organizational structure, and is expected to conduct himself or herself in a manner that supports and maintains trust in the contracting entity.
  - (d) At the direction of the contract service CEO or manager/administrator, and as needed, the police chief shall attend and participate in the contracting entity's staff and council meetings, and official functions, celebrations, and commissions. As requested by the CEO or manager/administrator and as needed, the police chief will also represent the contract service police department at community meetings and functions.
  - (e) The Police Chief is the City's Director of Police Services and represents the Chief Executive Officer of the City for all law enforcement matters in the community/City. This may include working with other relevant City departments and or other public agencies (e.g. courts, schools, etc.) on behalf of the City.
  - (f) The KCSO views the Contract Cities as customers and will maintain a customer service orientation to managing the contracts. Consistent with this philosophy Police Chiefs are expected to represent the City's point of view, consider City needs in carrying out their duties and advocate on behalf of their City similar to other City departmental directors.
- 4) Duties
  - (a) Supervision Received:
    - (i) KCSO command staff maintains authority and responsibility over police chiefs and the precinct.
    - (ii) In the event a contracting entity's procedure, policy, goal or operation differs from that of the KCSO, that entity shall negotiate with the KCSO to reach a final determination.
    - (iii) The entity's Chief Executive Officer or manager/administrator shall have the general duty and responsibility of providing the assigned police chief with general direction relative to the furnishing of law enforcement services to the contracting entity.
    - (iv) The police chief shall maintain communication between command structures to ensure that changes in the KCSO are agreeable to the contracting entity and that changes in the entity

are agreeable to the KCSO.

(b) Duties Include:

- (i) Operations
- (ii) The police chief shall direct overall Contract City service police operations, ensuring law enforcement services within the City.
- (iii) The police chief shall analyze operations and develop plans to manage resources and ensure effective and efficient delivery of services.
- (iv) The police chief shall oversee the implementation of all policies and procedures relating to police services that are established by the contracting entity, and shall provide to the KCSO any written information relative to police services created by the entity. The chief shall notify the KCSO of all procedures that differ from KCSO policies and procedures.
- (v) The police chief shall utilize analysis of crime data to establish a plan for deploying resources to address identified needs.
- (vi) The police chief shall coordinate police activities for the contracting entity, including hours of operation and contract-specific protocols and procedures.
- (vii) The police chief shall prepare, in coordination with the King County Sheriff's Office Contract Unit, a budget for the contract police department.
- (viii) The police chief shall coordinate the response of support services used for law enforcement for the contracting entity (e.g., CID, Special Operations).
- (ix) The police chief shall establish policies and protocols for the response of services that are not purchased by the entity in advance (e.g., optional services).
- (x) The police chief shall notify the contracting entity's CEO or manager/administrator of any use of support services that were not purchased in advance upon their deployment for enforcing laws for the contracting entity.
- (xi) The police chief shall notify the contracting entity's CEO or manager/administrator of all major crimes or incidents.

5) Goals, Objectives, and Performance Indicators

- (a) The police chief shall establish goals and objectives for contract police services in conjunction with the City Chief Executive Officer that reflect the specific needs of the contracting entity. The chief shall also identify performance indicators for the entity to measure the established goals and objectives.
- (b) The police chief shall oversee the implementation of all KCSO policies and procedures within the contract services, and maintain a copy of current police procedures on file at the entity's chosen central location for the entity's reference. The chief shall notify the entity's CEO or manager/administrator of any KCSO procedures or changes that either supplement or affect the entity's established goals and objectives for police services.
- (c) The police chief shall review the entity's performance indicators for police services against the stated goals and objectives, and shall report to the CEO or manager/administrator on progress of goal attainment.

6) Personnel Management and Training

- (a) The police chief shall establish standards of performance for officers assigned to the contracting entity.
- (b) The police chief shall identify areas of supplemental training for officers assigned to the entity, and make recommendations to the KCSO for supplemental training. The chief shall also make recommendations to the contracting entity's CEO or manager/administrator for training not provided by KCSO.
- (c) The police chief shall periodically review the performance of officers assigned to the contracting entity and report to entity's CEO or manager/administrator and precinct command staff or Division Chief any recommendations for performance improvement.
- (d) The police chief shall perform selected roll calls of contract-assigned officers.
- (e) The police chief shall coordinate and direct duties of officers assigned to the contracting entity as

specific needs arise, and as requested by entity's CEO or manager/administrator within the context of established policies and procedures. The chief shall report to the precinct any changes in duty of contract-assigned officers.

C) CONTRACTING ENTITY POLICE MID-MANAGER

- 1) Command Structure
  - (a) The mid-manager shall report directly to police chief
  - (b) The mid-manager shall function as "Acting Police Chief" in the absence of the police chief
- 2) Title/Insignia
  - (a) The mid-manager shall wears appropriate rank insignia on contract entity uniform consistent with KCSO rank
- 3) Interaction With Contracting Entity
  - (a) The mid-manager shall interact with contracting entity staff and officials in accordance with RCW 35.18.110
  - (b) The mid-manager shall function as a police department mid-manager within contracting entity structure and shall present himself or herself in the community in a manner that supports and maintains trust in the contracting entity.
- 4) Duties
  - (a) The mid-manager shall directly assist police chief in carrying out duties outlined in I.B(4)

D) FIRST LEVEL SUPERVISOR/LINE OFFICERS/DETECTIVES/STAFF

- 1) Command Structure
  - (a) These individuals shall report directly to the police chief, mid-manager, or supervisor as appropriate.
- 2) Title/Insignia
  - (a) These individuals shall wear rank insignia on uniform consistent with KCSO rank
- 3) Interaction With Contracting Entity
  - (a) These individuals shall interact with contracting entity staff and officials in accordance with RCW 35.18.110
  - (b) These individuals shall present themselves in the community in a manner consistent with being a member of the entity's staff and in a manner that supports and maintains trust in the contracting entity.
- 4) Duties
  - (a) Will be commensurate with other KCSO assignments

**II. AUTHORITY**

- A) The contracting entity police chief shall have authority commensurate with his or her responsibility, which is recognized internally and externally.
- B) Issues that fall within the purview of the police chief of a contracting entity
  - 1) Prioritization of reactive patrol time
  - 2) Awards Program
  - 3) Travel and Expense Guidelines
  - 4) False Alarm Ordinances/Response
  - 5) Impound Procedures
  - 6) Community Policing
  - 7) Crime Prevention Standards
  - 8) Additional Training
  - 9) Supplemental Reports
  - 10) Incident Notification Policies
  - 11) Job Description of Supplemental full-time employees (FTE's)
  - 12) Expenditure of the contracting entity's police budget
  - 13) Direct access to department support services
  - 14) Staffing assignments and deployment within confines of dedicated City positions

- 15) Prioritize meeting attendance (meetings for the contracting entity take priority over county meetings; county meetings will be kept to a minimum and conducted as efficiently as possible)
- 16) Authorization of support services.
- 17) Use of volunteers and volunteer programs (except reserve officer).

C) Issues that must have input and approval from the King County Sheriff's Office

- 1) Accident Response Criteria
- 2) Court Attendance Policies
- 3) Call-out Procedures
- 4) Uniform/Equipment/Vehicles (including appearance regulations)
- 5) Reserve Program
- 6) Communications Center Procedures
- 7) Traffic Enforcement Policy and Procedures
- 8) K-9 Response Policy
- 9) Response Priorities
- 10) Shift Hours
- 11) Specialty Unit Personnel Selection (Street Crimes Units, Crime Prevention, D.A.R.E., etc.)
- 12) Prioritization of Precinct Detective Unit Workload

D) Issues that fall within the purview of the KCSO and must be consistent between the King County Sheriff's Office and the contracting entities.

- 1) Pursuit Policy
- 2) Seized Property
- 3) Basic Skills Training
  - (a) Emergency Vehicle Operations; Firearms (Include Reviews)
- 4) Use of Force
- 5) Off-Duty Work
- 6) Field Training Officer Program
- 7) Personnel Evaluation System/Annual Performance Evaluation
- 8) Internal Investigations Unit Policies & Procedures
- 9) Reporting Forms
- 10) Hostage Negotiations and Tactical Team Deployment
- 11) Alternative Work Schedules
- 12) Standards of Conduct
- 13) Arrest Warrant Policies
- 14) Labor Contracts (4)
- 15) Supervisory Standards

E) Issues governed exclusively by KCSO policies & procedures:

- 1) DV Response
- 2) Search & Rescue
- 3) Civil Process
- 4) Landlord - Tenant Policies
- 5) Abandoned/Unclaimed Property
- 6) Training
- 7) Basic Law Enforcement Training Academy
- 8) BAC - State
- 9) First Aid - L&I
- 10) CPR - L&I
- 11) Computer Info Access Training
- 12) Airborne/Bloodborne Pathogens
- 13) OSHA/WSHA/EPA Requirements
- 14) King County Code of Ethics
- 15) Public Disclosure and Records

- 16) Gun Permits and Concealed Pistol Licenses
- 17) Federal Labor Standards Act
- 18) Family Leave and Benefits Policies
- 19) Americans with Disabilities Act
- 20) Civil Service Rules
- 21) King County Career Service Rules
- 22) EEOC Guidelines/Requirements
- 23) Discipline

### **III. INCENTIVES/REWARDS**

- A) Contracting entities may award incentives or other recognition within existing guidelines, ethics guidelines, department rules and contract language, interlocal agreements and the award systems of the entity, KCSO and county.

### **IV. COMMITMENTS, TRANSFERS, and PROMOTIONS**

- A) KCSO staff requesting assignment to a contracting entity will make a two-year commitment to work as a member of the entity's police force, except in cases of promotion or other special circumstances. Such special circumstances require the concurrence of the entity's CEO or manager/administrator and applicable KCSO Division Chief.
- B) The transfer of personnel affecting the entity's police force will be coordinated by the KCSO, in consultation with the entity's Police Chief, to minimize the impact of potential vacancies. The number of the entity's vacant positions will be managed with a goal of achieving proportionality with the total number of vacant positions in the KCSO.
- C) Contracting entities may not make de facto promotions by their selection of personnel except in instances in which a pool of candidates is made available for selection by the KCSO.

### **V. STATISTICAL REPORTS**

- A) Whenever possible, reports shall be generated by the Research, Planning, and Information Services Unit.
- B) All reports will be routed through RP&IS Unit.
- C) A courtesy copy of all unique reports that are generated by contract police departments will be sent to RP&IS Unit.
- D) Reports will include footnotes identifying the source of the information.
- E) Service enhancement proposals will be routed through RP&IS Unit.

### **VI. SHARED SUPERVISION PROTOCOL**

- A) The City's Police Chief is responsible for police services within the City. If desired by the City, the City Police Chief, Precinct Commander and appropriate staff shall develop an agreement that addresses in-City Precinct directed field services.
- B) Dedicated City officers will be assigned to respond to calls within the City in line with City protocols, and consistent with section II of this document.

## **EXHIBIT D: INTERNAL INVESTIGATIONS UNIT PROTOCOLS**

### **I. POLICY STATEMENT**

- A) It is the desire of the Internal Investigations Unit (IIU) to be responsive to the needs of the Contract Cities, be sensitive to the rights of the individuals involved, and to comply with statutes, case law, and collective bargaining agreements that govern internal investigations.

### **II. COMPLAINTS OF PERSONNEL MISCONDUCT RECEIVED IN THE CONTRACT CITY**

- A) Current KCSO policy requires that members refer the complainant to IIU or notify a supervisor. Supervisors who become aware of a complaint shall conduct a preliminary investigation and forward the results to their commander. IIU will ensure that the City Police Chief is made aware of complaints of significant misconduct in their City at the earliest practical time. The City Police Chief will ensure that the Chief Executive Officer is informed of all complaints of significant misconduct at the earliest practical time.
- B) City staff and councilmembers may receive complaints of Department personnel misconduct. These complaints should be referred to the Chief Executive Officer or designee who in turn will pass on to Precinct Commander/City Police Chief, an on duty supervisor, or IIU depending on the time of day, the availability of a supervisor, or the seriousness of the complaint.

### **III. COMPLAINTS OF PERSONNEL MISCONDUCT RECEIVED IN IIU**

- A) Complaints received in the Internal Investigations Unit concerning personnel assigned to a contract city or incidents that occur within the City, will be investigated according to current policy. The IIU Commander, or designee, shall notify the affected Precinct Commander/City Policy Chief of the complaint as soon as practical.
- B) The criteria for case assignment to the precinct/city for investigation shall be consistent with current KCSO Policy. General Order 10.40.135, identifies the following types of investigations that will remain with IIU for follow-up:
  - 1) When sustained, could result in termination or demotion
  - 2) Where criminal conduct is involved
  - 3) When there are controversial or newsworthy circumstances
  - 4) Any complaint the Commander deems appropriate to be investigated by IIU
  - 5) Any complaint the Sheriff directs IIU to investigate
- C) The Internal Investigations Unit reviews all "Use of Force Reports", and investigates complaints of excessive force.

### **IV. INVESTIGATION OF PERSONNEL MISCONDUCT**

- A) Investigations of alleged personnel misconduct shall be conducted in accordance with General Orders Manual, Section 10, Personnel Complaint Manual and General Orders Manual 3.01.000, Investigation of Personnel Misconduct.
- B) Completed investigations conducted at the Precinct or City level shall be reviewed by the Precinct Commander/City Police Chief and forwarded to IIU through the Chain of Command.

### **V. INFORMATION PROVIDED TO THE CHIEF EXECUTIVE OFFICER**

- A) Chief Executive Officers shall be notified of complaints of misconduct involving KCSO personnel assigned to the City or of incidents that occur within the City. This notification may come from either the Precinct Commander or the City Police Chief.
- B) Results of the investigation will be shared with the Chief Executive Officer, as soon as practical, but the investigative file may not be copied in accordance with case law. Specific discipline for sustained



complaints emanating from the member's assignment to the City will be disclosed to the Chief Executive Officer.

- C) Written correspondence to the complainant will originate from the KCSO. City letterhead with the signature block, "Commander, Internal Investigations Unit" may be used rather than the KCSO letterhead. The City letterhead option is available for the City, but not required.

VI. GRIEVANCE PROCEDURES

- A) KCSO members may file a grievance concerning the findings or discipline as the result of a complaint investigation according to the current collective bargaining agreement.
- B) Local, State, and Federal statutes; case law; and the member's collective bargaining agreement govern the grievance procedure.

2000 Hourly Costs for Selected Services-EXHIBIT E

Service	2000 Est. Cost	1996-98 Avg Flight Hours*	2000 Hourly Cost	Minimum Charge	Notes
Air Support*	532,194	617	863	863	Min. charge is 1 hour for off-duty calls.

Service	2000 Est. Cost	1996-98 Avg Mission Hours*	2000 Hourly Cost	Minimum Charge	Notes
Bomb Disposal Unit	148,138	879	168	674	Min. charge is 2 hours for 2 officers.

Service	2000 Est. Cost	2000 Person Hours**	2000 Hourly Cost	Minimum Charge	Notes
Canine Unit	998,246	14,016	71	142	Min. charge is 2 hours for 1 officer.

Service	2000 Est. Cost	2000 Person Hours**	2000 Hourly Cost	Minimum Charge	Notes
DARE Unit	96,218	1,752	55	1,922	Typical class = 35 hours at \$1,922.

Service	2000 Est. Cost	2000 Person Hours**	2000 Hourly Cost	Minimum Charge	Notes
Drug Unit	962,831	15,768	61	122	Min. charge is 2 hours for 1 officer.
Drug Lab Response Team	962,831	15,768	61	244	Min. charge is 2 hours for 2 officers.

Service	2000 Est. Cost	1996-98 Avg Mission Hours*	2000 Hourly Cost	Minimum Charge	Notes
Hostage Negotiation Team	5,783	162.50	36	285	Min. charge is 2 hours for 4 officers.

Service	2000 Est. Cost	2000 Person Hours**	2000 Hourly Cost	Minimum Charge	Notes
Major Crimes	2,995,962	51,684	58	116	Min. charge is 2 hours for 1 officer.

Service	2000 Est. Cost	2000 Hourly Cost of Boat	2000 Hourly Cost of Staff	Minimum Charge	Notes
Marine Patrol	838,712	38	61	319	Min. charge is 2 hours for 2 officers.
Marine Patrol - Dive Unit	see above	38	61	561	Min. charge is 2 hours for 4 officers.

Service	2000 Est. Cost	1998 Mission Hours*	2000 Hourly Cost	Minimum Charge	Notes
MARR Unit	392,919	3,889	101	404	Min. charge is 2 hours for 2 officers.

Service	2000 Est. Cost	2000 Person Hours**	2000 Hourly Cost	Minimum Charge	Notes
Polygraph Examiner	94,910	1,752	54	54	

Service	2000 Est. Cost	1996-98 Avg Mission Hours*	2000 Hourly Cost	Minimum Charge	Notes
Tactical Unit	282,012	1,240	227	3,184	Min. charge is 2 hours for 7 officers.

\* AIR SUPPORT UNIT DETAILS

Search & Rescue ASU missions will be "no charge".

Pro Net (bank hold-up) tracking call-outs will be "no charge".

On-view activity made by the ASU will be at "no charge" to the jurisdiction.

On duty call-outs for ASU by non-contract cites will be billed based on the hourly rate, for the "exact mission time" (no longer a two hour minimum).

Off-duty call-outs for ASU will be billed at the minimum rate of "one hour" (no longer at the two-hour minimum).

\*\* Based on 1,752 available hours per year

Available Time	Days	Hours
Work Days	261	2,088
Sick Leave	(9)	(72)
Vacation	(15)	(120)
Military Leave	(1)	(5)
In-Service Training	(5)	(40)
Holidays	(12)	(96)
TOTAL	219	1,752

Specialty Unit Hours

Exhibit E

Unit	1996	1997	1998	3 Yr Average
Air Support	495.00	828.00	528.00	617.00
Bomb Disposal	1,672.00	563.50	402.00	879.17
Hostage Negotiation	75.25	208.50	203.75	162.50
TAC-30	519.75	1,098.75	2,102.00	1,240.17

## **EXHIBIT F**

### **GLOSSARY OF TERMS**

**Absence**

The state of being absent from one's assigned duties for a period of time though funds, in most cases, continue to be expended.

**Absent without leave**

Absent without authorization.

**Administrative Sergeant**

Reports directly to the City's Commanding Officer (Captain or Major) and assists in carrying out the commander's duties; functions as "Acting Police Chief" in the absence of the City Police Chief; wears appropriate rank insignia on city uniform consistent with KCSO rank; interacts with the city staff and city council members in accordance with RCW 35.18.110; and; is expected to present her/himself in the community in a manner that supports and maintains trust in the contract city government and staff.

**Alternative shift schedules**

Subject to negotiation, this includes flex time (an employee's shift starting time may vary up to 4 hours from normal).

**Audit**

A formal examination of the KCSO's accounts or financial situation; a methodical examination and review.

**Backfill**

Staffing a patrol district with some one other than the normally scheduled deputy due to a planned or unplanned absence.

**Benefits**

Medical, dental, unemployment, A & D and life insurance, retirement plans; and vacation, sick and holiday pays.

**Bereavement Leave**

Up to 3 days leave with pay that can be used when a member of one's immediate family passes away.

**BLET/BLEA**

Basic Law Enforcement Training/Academy (720 hours).

**Captain**

Appointed by the Sheriff from a certified eligibility list provided by the King County Civil Service Commission and subordinate to the rank of Major.

**Car Per Officer (CPO)**

Take home vehicles assigned to department members.

**Career Service Employee**

An employee who is appointed to a career service position as a result of a competitive examination process.

**Chief**

See "Contract City Police Chief" below.

**Chief (Division)**

Appointed by the Sheriff with the consent of the County Council and subordinate to the rank of Sheriff.

### **City Department Model**

Under the city department model, the level, degree and type of precinct/city services and the number of positions assigned to those services shall be determined by the City in consultation with the King County Sheriff or his/her designee. For precinct level services, operates as a stand alone model.

### **City Police Precinct**

To qualify as a City Police Precinct, the following minimum standards must be met:

- meet or exceed all applicable city, state and federal codes and requirements.
- provide sufficient secure office space to accommodate all personnel permanently assigned to the precinct.
- provide appropriate locker and shower/restroom facilities for all male and female assigned staff.
- provide adequate secure, fenced parking for police vehicles.
- provide at least two separate holding cells that meet all county, state and federal codes for temporarily segregating and detaining male/female and juvenile/adult prisoners.
- provide a private, secure entrance through which prisoners can be moved in and out of the holding cell area.
- provide two interview rooms and a meeting/roll-call room.
- provide a permanent evidence storage room and additional safe, secure storage for small arms ammunition, explosives, flammable materials and other hazardous substances.
- provide a secure area in which to air dry wet evidence prior to packaging.
- provide a connection to the county WAN and other applicable telecommunications systems infrastructure that meets or exceeds county standards.
- provide concealed pistol permit and other administrative services to the public at the city police precinct or other city facility.

### **Civil Service Employee**

An employee who is appointed to a (government) civil *service* position as a result of a competitive examination process.

### **Clothing Allowance**

Deputies not required to wear a uniform for at least one full month receive additional pay while so assigned.

### **Commissioned**

Sworn officers/deputies.

### **Communications Center**

Provides emergency telecommunications services between citizens and appropriate public safety agencies on a 24 hour a day basis including a Computer Assisted Dispatch (CAD) system that allows operators to dispatch sworn officers and non-sworn community service officers (CSO's) to calls for police services and take some types of incident reports via the telephone.

### **Community Service Officer (CSO)**

Non-sworn, uniformed staff who do not have arrest authority.

### **Compensatory time**

Time off that is granted with pay in lieu of pay to FLSA-overtime eligible employees for work performed either on an authorized overtime basis or on a holiday that is normally scheduled as a day off.

### **Contract City Police Chief**

Reports directly to Precinct Commander (if Major, directly to Division Chief); works at the direction of city manager/administrator and in compliance with KCSO Policy, Procedures & Directives; Interacts with city staff and council members in accordance with RCW 35.18.110; Functions as a department head within the contract city structure. KCSO ranks that qualify for the chief's position are determined by city population: Sergeant – less

than 20,000: Captain – greater than 20,000: cities choosing the full city model department may select a Major as chief.

**Court overtime**

Deputies are compensated for court appearances, pre-trial hearings or conferences at the county overtime rate stated in the Collective Bargaining Agreement, Article 8, Section 3.

**Dedicated staff**

Personnel regularly assigned to a contract city.

**Deputy (Officer)**

Appointed by the Sheriff from a certified eligibility list provided by the King County Civil Service Commission and subordinate to the rank of Sergeant.

**Disability**

A person is considered to have a “disability” if s/he has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.

**Discretionary training**

Training not mandated by federal, state or county regulations.

**Dispatched calls for service (DCFS)**

Police details that are initiated through the communications center.

**Educational incentive pay**

Additional pay commensurate with an employee’s education.

**Fair Labor Standards Act (FLSA)**

A law governing compensation for hours worked/overtime.

**Family Leave**

Paid absence to care for a child, spouse or parent with a serious health condition (employees may receive up to 6 days paid leave per year to be used in lieu of sick leave for family care purposes).

**Family Medical Leave Act (FMLA)**

**Federal Emergency Management Agency (FEMA)**

**Field Training Officer (FTO)**

An experienced deputy with special training used to train and evaluate recruit officers.

**Field Training Program**

An organized training program and standardized evaluation process for recruit officers to ensure that each candidate has an equal opportunity to succeed.

**Field Training Sergeant**

Assists in the FTO selection process, monitors recruit and FTO performance; initiates, schedules, monitors and documents any special recruit training assignments; completes weekly evaluation reports of reach Phase II recruit, schedules and chairs Alternate Week Evaluation meetings.

**Flexible Services Model**

Under the flexible services model, base level law enforcement services will be provided to the city in proportion to the City’s share of workload.

**Hazardous duty pay**

Additional pay given to a deputy while serving in one of the following assignments: helicopter, bomb disposal, motorcycle, scuba diver, K-9, TAC-30, patrol, clandestine drug lab team.

**Lateral Academy**

Recruit training for lateral entry officers.

**Lateral entry deputy/officer**

A deputy hired with prior law enforcement experience.

**Leaves of absence**

Governed by R.C.W. 41.14.160 and King County Ordinance 3.12.250.

1. Precinct or Section Commanders may grant up to twenty-four (24) hours of leave without pay for their Department members under their command.
2. Leaves without pay over twenty-four (24) hours may only be granted by the Sheriff.
  - A) Leaves without pay for periods of more than one (1) month shall also be approved in writing and in advance by the Director of the Office of Human Resource Management.
3. Department members shall obtain the appropriate memorandum form from the Personnel Unit, and complete either:
  - A) Medical leave of absence (other than maternity); or
  - B) Medical leave of absence (maternity).

**Leave with pay**

Authorized time off with pay - examples include vacation, compensatory time, and parental leave.

**Leave without pay**

Any absence of an employee from duty without compensation.

**LEOFF 1**

Law Enforcement and Fire Fighters Retirement System (Prior to October 1, 1977).

**LEOFF 2**

Law Enforcement and Fire Fighters Retirement System (Since October 1, 1977).

**Limited commission (also called a special commission)**

Grants a deputy specific duties within a specified area.

**Longevity pay**

Additional pay given for length of service.

**Major**

Appointed by the Sheriff with the consent of the County Council and subordinate to the rank of Division Chief.

**Managing Patrol Performance (MPP)**

A computer based patrol staffing model.

**Mandatory training**

Training that is mandated by state or federal regulations (i.e., Firearms, EVOC, Hazmat, First Aid and CPR).

**Master Police Officer (MPO)**



A non-civil service position appointed by a Selection Committee BI-annually from an eligibility list meeting the criteria in KCSO General Orders Manual Section 1.06.000 and subordinate to the rank of Sergeant.

**Media Relations Officer (MRO)**

Deputy chosen to be responsible for organizing all media interactions.

**Military leave**

Leave of absence with pay for active military duty.

**Non-chargeable services**

Services generally deployed county-wide and not charged under the contract for legislative or policy reasons.

**Non-commissioned**

Non-sworn personnel.

**Officer**

See Deputy

**Parental leave**

Leave of absence to care for a newborn child, a newly adopted child or a newly placed foster child.

**Permanent (Regular) assignment**

Normal duty station.

**PERS 1**

Public Employees Retirement System (Prior to October 1, 1977).

**PERS 2**

Public Employees Retirement System (Since October 1, 1977).

**Phase I Recruit**

A deputy who is attending the Basic Law Enforcement Academy or one of the Pre or Post BLEA courses.

**Phase II Recruit**

A deputy who, after successful completion of the Basic Academy, is assigned to a precinct for field training for three months with a series of three Field Training Officers (FTO's).

**Phase III Recruit**

A deputy who successfully completes Phase II will be assigned to a district as a one-person unit/car under the supervision of a MPO (recruits will have special training assignments and receive monthly observation reports).

**Phase IV Recruit**

A deputy who, after 12 months of employment, is working safely, skillfully and effectively as a "competent police officer" (the deputy is assigned a MPO mentor through the end of his/her probationary time, but no longer has monthly observation reports).

**Post BLET/BLEA**

Post Basic Law Enforcement Training/Academy.

**Pre BLET/BLEA**

Pre Basic Law Enforcement Training/Academy.

**Premium pay**

Additional pay for specialty assignment.

**Promotion**

The movement of an employee to a higher rank.

**Quartermaster**

A sergeant who provides uniforms and equipment for department personnel.

**Retirement**

Completing employment/service as administered and in accordance with the provisions of RCW Chapter 41.40.

**School Resource Officer (SRO)**

A deputy who provides a school-based community policing presence at primary and secondary schools.

**Shared Supervision Model**

Under the shared supervision model, the level, degree and type of precinct/city direct services (such as reactive patrol, precinct detectives and city administrative sergeants, for example) and the number of positions assigned to those services shall be determined by the City in consultation with the King County Sheriff or his/her designee (Precinct command and supervision shall be shared by the County and the City). Patrol and other precinct staff may be dedicated to the City, but line supervision and other staff are shared with the rest of the precinct.

**Sheriff**

Elected Chief Executive of the King County Sheriff's Office.

**Sick leave**

Paid leave of absence from work due to employee or family member's illness.

**Transfer**

Movement of an employee from one position to another position that has the same or comparable job classification and salary.

**Temporary assignment/position**

An assignment/position that is not a regular assignment/position and includes probationary period or provisional appointment.

**Termination**

Separation of employment as a result of discharge, resignation, retirement, reduction in force, or death.

**Vacancy**

A position which is empty, unfilled, or unoccupied such that no funds are being expended.

**Washington State Criminal Justice Training Center (WSCJTC)**

Commonly referred to as the "Academy", the WSCJTC is located in the City of Burien, and serves as the primary training site for western Washington police recruits.

**EXHIBIT G**  
**ARSON INVESTIGATION COSTING MODEL**

**ARSON SERVICE TO CITIES**  
**SUMMARY OF ESTIMATED COSTS FOR AVERAGE**  
**OF 3 CALCULATION METHODS**

Updated for Cities participating as of 03/03/00

<i>Jurisdiction</i>	<i>Percent Based on Hours Share</i>	<i>Percent Based on Value Share</i>	<i>Percent Based on Incident Share</i>	<i>\$ Share Average of Three Methods</i>	<i>Percent Average of Three Methods</i>
Black Diamond	1.3%	1.4%	0.9%	\$1,469	1.2%
Burien	20.4%	15.4%	18.0%	\$22,007	17.9%
Carnation	0.2%	0.2%	0.4%	\$349	0.3%
Covington	9.5%	4.3%	9.9%	\$9,703	7.9%
Des Moines	3.2%	4.1%	1.6%	\$3,666	3.0%
Duvall	0.1%	1.2%	0.9%	\$896	0.7%
Enumclaw	1.0%	7.4%	1.8%	\$4,208	3.4%
Kenmore	7.5%	8.9%	12.4%	\$11,783	9.6%
Maple Valley	3.7%	6.4%	6.1%	\$6,625	5.4%
North Bend	1.9%	2.9%	2.2%	\$2,849	2.3%
Pacific	1.5%	4.1%	1.9%	\$3,045	2.5%
Seatac	15.3%	19.0%	15.5%	\$20,360	16.6%
Sammamish	5.1%	0.0%	4.9%	\$4,095	3.3%
Shoreline	25.7%	21.4%	18.5%	\$26,888	21.9%
Woodinville	3.7%	3.4%	5.1%	\$4,985	4.1%
<b>Total</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>\$122,929</b>	<b>100.0%</b>

# **EXHIBIT H ARSON INVESTIGATION CALL OUT PROTOCOLS**

Fire Investigation Unit - Call Out Protocols – Contract Cites

FINV-0012b

Department/Issuing Agency

Building Services Division

Effective Date

Apr 1, 2000

Approved by

Type of Action Page Number

**Revision Page 1 of 3**

1.0 **SUBJECT TITLE:** Fire Investigation Unit - Call Out Protocols for contract cities

2.0 **PURPOSE:**

- 2.1 To outline the policies of the King County Fire Marshal's Office regarding the investigation of fires in cities having a contractual agreement for fire investigation with King County and to establish recommended procedures to be followed by the responsible fire suppression agency in determining when a King County fire investigator should be requested.

3.0 **ORGANIZATIONS AFFECTED:**

- 3.1 Department of Development and Environmental Services
- 3.2 King County Fire Marshal's Office
- 3.3 Fire Departments/Districts providing fire suppression to a city that has contracted with the King County Fire Marshal's Office for fire investigation services.
- 3.4 King County Sheriff's Office
- 3.5 Cities having contracts with King County for fire investigation services

4.0 **REFERENCES:**

- 4.1 Uniform Fire Code
- 4.2 R.C.W. Chapter Title 9 and 9A
- 4.3 R.C.W. 19.27.110
- 4.4 R.C.W. 52.12.031 (7)
- 4.5 R.C.W. 48.48.060
- 4.6 King County Administrative Policies and Procedures
- 4.7 King County Fire Marshal Operating instructions Manual
- 4.8 King County Fire Marshal Policy & Procedure Manual

5.0 **PROCEDURE:**

- 5.1 The Fire Investigation Unit should be notified and respond to fires as follows:
- a. Fires where one or more deaths have occurred.
  - b. Fires where one or more serious injuries have occurred, and those injuries have required or are expected to require hospitalization of the injured party(s).
    - c. Fires that are suspected to be, or are known to be intentionally set and are not investigated by Fire Department personnel under one of the excepted categories in 6.2.
    - d. Fires where the fire suppression agency has not determined a cause, except where the loss is minimal and there is no measurable value in determining the cause.
    - e. All fires where there is evidence that an explosive device was used to initiate the fire or resulted in the fire occurring.

**Note:** This provision is not intended to include containers normally found at the fire scene that exploded as a result of the fire, such as propane bottles, compressed air bottles or aerosol containers.

- 5.2 The King County Fire Marshal's Office will maintain an investigative program designed to collect, store and disseminate information relating to the prevention of fires, accidental or arson caused, to reduce loss of life, fire related injuries, incident frequency and monetary loss.
- 5.3 Every effort will be made to determine the cause of every investigated fire.
- 5.4 Where the cause has been determined to be arson, the Fire Investigation Unit of the King County Fire Marshal's Office shall perform the follow-up investigation and preparation of criminal charges where appropriate.
- 5.5 In incidents involving death or serious injury where hospitalization was or is expected to be required, all reports, evidence, and photographs will be properly secured by the fire investigation unit until the case has been resolved
- 5.6 The King County Fire Investigation Unit will compile and submit monthly UCR (Uniform Crime Reporting) data for the Federal Bureau of Investigation to the King County Sheriff's Office, for cities who contract with the King County Sheriff's Office for police services and to the City Police department for all cities that maintain their own Police Department if requested.

6.0 **RESPONSIBILITIES:**

- 6.1 The King County Fire Investigation Unit is responsible for the investigation of all fires that have been investigated by the Fire Investigation Unit as outlined in section 5.1 of this document.

- 6.2 Qualified Fire Department personnel in the responsible fire suppression agency may conduct fire investigations in the following categories:
- a. Intentionally set fires in Dumpsters and other refuse/garbage containers.
  - b. Intentionally set fires in Newspaper collection containers
  - c. Intentionally set fires in Newspaper distribution structures (Times, P.I., etc.).
  - d. Intentionally set fires in Containers used for collection of clothing, etc.
  - e. Intentionally set fires in abandoned vehicles with a value less than \$250.
  - f. And other such fires as the responsible fire department is qualified to investigate.
- 6.3 For investigations conducted by Fire Department personnel for the investigations noted in section 6.2 above the following recommended procedures may be followed:
- a. Notification of the King County Fire Investigation Unit the following business day of all fire investigations conducted by the Fire Department in accordance with Section 6.2 for all fires that were determined to be intentionally set.
  - b. Examination of the fire scene to determine area, point of origin and cause
  - c. Identification, protection, preservation and collection of all physical evidence for all fires that were determined to be intentionally set. Fire department personnel will assist the responsible police department patrol unit in packaging of evidence, which will then be transported by the patrol unit for storage.
  - d. Preparation of a comprehensive fire investigation report using the King County Fire Investigation Unit format and, where necessary, a fire scene sketch for all fires that were determined to be intentionally set.
  - e. Photographing of the fire scene should be accomplished in three (3) steps, 1) prior to disturbing any debris or other items at or near the point of origin, 2) once again during the examination and 3) at the conclusion of the examinations. Any items considered to be evidence should be shown in photographs at the time and place they were discovered and identified.
  - f. Notification of the responsible police department via the police communications center where arson is suspected or confirmed.
  - g. Forwarding of the fire report along with all available information obtained during the investigation and transfer of the physical evidence, where appropriate, to the Fire Investigation Unit for all fires that were determined to be intentionally set.
  - h. Forwarding a copy of the photographs (or other acceptable photographic medium) and the negatives of the incident to the Fire Investigation Unit for all fires that were determined to be intentionally set.

Note: The proper documentation of fire incidents, accidental or arson, is critical. The scene examination must provide factual information describing what, where, why, and how this fire occurred. Photographs, properly taken, will provide a picture record of the conditions on arrival, during examination, and at the conclusion. The combination will be the basis for re-construction of the fire scene, determination of important time factors and sequence of events prior to and at the time of the fire, including the fire tactics used in extinguishing the fire, an important consideration.

# COPY

CITY OF SHORELINE  
Clerk's Receiving

No: 1269

Date: 8/22/10

## **PENDING** INTERLOCAL AGREEMENT BETWEEN KING COUNTY AND THE CITY OF SHORELINE RELATING TO LAW ENFORCEMENT SERVICES

This is an Interlocal Agreement between King County, a home rule charter county, a political subdivision of the State of Washington, hereinafter referred to as the "County", and the City of Shoreline, a municipal corporation of the State of Washington, hereinafter referred to as the "City".

WHEREAS, a number of cities in King County contract with the County for the provision of law enforcement services within their City boundaries, and

WHEREAS, the County has adopted policies that support the development and continuation of these contracts to preserve the quality, depth and breadth of its law enforcement services, and

WHEREAS, the King County Sheriff's Office (KCSO) acts on behalf of the City, which is responsible for law enforcement services within its jurisdiction; and

WHEREAS, the County and the contract cities recently completed negotiating a new interlocal agreement for 2000 and beyond, which embodies the following principles adopted by County Council Motion 9540:

1. County law enforcement employees should feel responsibility toward and demonstrate responsiveness to cities with agreements for law enforcement services.
2. Each city should have the flexibility to determine the level and deployment of certain services and to identify service priorities, thereby controlling costs.
3. Each city should have the ability to choose unique police uniforms and markings for police vehicles assigned to the City.
4. County law enforcement employees should work cooperatively with city organizations in a problem-solving mode to improve the safety and welfare of city residents and visitors.
5. The County should provide at a reasonable and predictable cost, efficient, high-quality, appropriate law enforcement services supported by technology that furthers the goals of each city and the County.
6. The contracts and service agreements should maintain equity among the interests of city and unincorporated area residents.
7. The agreements should preserve, to the extent practical, the valuable law enforcement services provided by the KCSO, while providing a high level of local service and decision-making.

NOW, THEREFORE, pursuant to RCW 39.34, the County and the City hereby agree:

1. Law Enforcement Services. The County will make available to the City any of the law enforcement services listed in Exhibit A, "King County Sheriff's Services" (Exhibit A), which is incorporated herein by reference.
  - 1.1. Precinct/City Services. Precinct/city services consist of law enforcement and other related services provided by personnel assigned to a police precinct primarily for the benefit of the geographic areas within the boundaries of the precinct except as may be modified by Section 2. Precinct/city services include:
    - 1.1.1. Reactive patrol to enforce state law and City-adopted municipal, criminal, and traffic codes and to respond to residents' and business' calls for service;
    - 1.1.2. Proactive patrol to prevent and deter criminal activity;
    - 1.1.3. Traffic patrol to enforce applicable traffic codes;
    - 1.1.4. Precinct detectives to investigate local crimes such as burglary, vandalism and auto theft;
    - 1.1.5. Community service and community crime prevention deputies;

- 1.1.6. Drug Awareness Resistance Education (DARE) deputies;
    - 1.1.7. Precinct command and support staff; and
    - 1.1.8. Police reserves to perform a variety of routine police patrol functions.
    - 1.1.9. For purposes of this agreement, precinct/city services shall be considered required or optional in accordance with Exhibit A, except that precinct command staff shall not be required if the City opts to provide its own precinct under Section 6.4.
  - 1.2. Support Services. Support services consist of:
    - 1.2.1. Investigation services by deputies assigned to a central criminal investigation unit investigating such crimes as major crimes, drug offenses, fraud and such reports as missing persons, vice, and major accidents. These deputies are supported by crime scene analysis, crime laboratory, polygraph, identification, and evidence control.
    - 1.2.2. Special operations services such as canine patrol, hostage negotiations, tactical unit, and bomb disposal; and
    - 1.2.3. Communications services, including call receiving, dispatch, and reports.
    - 1.2.4. For purposes of this agreement, precinct/city services shall be considered required or optional in accordance with Exhibit A, except that hostage negotiation and bomb disposal may be provided by City deputies under the city department model described herein.
  - 1.3. Administrative Services. Administrative services include legal advisor, planning and statistics, subpoena control, training, weapons permits, accounting, payroll, personnel, labor relations, media relations, fleet control, radio maintenance, purchasing, records, inspections/internal investigations, and other services provided by other County Agencies in support of the KCSO. Such services do not include legal services of the King County Prosecuting Attorney relating to enforcement of municipal criminal and traffic codes or prosecutions arising thereunder.
    - 1.3.1. For purposes of this agreement, administrative services shall be required, except as otherwise noted in Exhibit A, which is incorporated herein by reference.
2. City Department, Shared Supervision and Flexible Services Models. Law enforcement services provided to the City under this agreement shall be available to the City under a city department model, a shared supervision model, or a flexible services model, provided that the City must select any service that is required in accordance with Exhibit A.
  - 2.1. City Department Model. Under the city department model, the level, degree and type of precinct/city services and the number of positions assigned to those services shall be determined by the City in consultation with the King County Sheriff or his/her designee.
    - 2.1.1. Such positions shall be assigned to the City and shall be dedicated to work within the City limits, subject to responses to assist another jurisdiction or County police precinct according to mutually agreed-upon written criteria.
    - 2.1.2. The number of such positions assigned to the City will remain constant. The City recognizes that the number of personnel may vary to the extent that positions are vacant or positions are filled but not available for assignment, including Phase I and Phase II recruits and personnel on long-term disability leave, vacation leave, sick leave or other leave. In accordance with Section 6.9, the transfer of personnel will be coordinated by the KCSO, in consultation with the City Chief Executive Officer or designee, to minimize the impact of potential vacancies.
    - 2.1.3. Support and administrative services shall be provided to the City at the level, degree and type as provided by the County in unincorporated King County, except as otherwise modified by Section 6.3.



- 2.1.4. Additional support services may be purchased by the City and assigned for the sole benefit of the City, provided they are optional services as defined in Exhibit A.
  - 2.2. Shared Supervision Model. Under the shared supervision model, the level, degree and type of precinct/city direct services (e.g., reactive patrol, precinct detectives, and City administrative sergeants) and the number of positions assigned to those services shall be determined by the City in consultation with the King County Sheriff or his/her designee. Precinct command and supervision shall be shared by the County and the City.
    - 2.2.1. Such precinct/city direct services positions shall be assigned to the City and shall work within the City limits, subject to responses to assist another jurisdiction or County police precinct according to mutually agreed-upon written criteria.
    - 2.2.2. The number of such positions assigned to the City will remain constant. The City recognizes that the number of personnel may vary to the extent that positions are vacant or positions are filled but not available for assignment, including Phase I and Phase II recruits and personnel on long-term disability leave, vacation leave, sick leave or other leave. In accordance with Section 6.9, the transfer of personnel will be coordinated by the KCSO, in consultation with the City Chief Executive Officer or designee, to minimize the impact of potential vacancies.
    - 2.2.3. Support and administrative services shall be provided to the City at the level, degree and type as provided by the County in unincorporated King County, except as otherwise modified by Section 6.3.
    - 2.2.4. Additional support services may be purchased by the City and assigned for the sole benefit of the City, provided they are optional services as defined in Exhibit A.
  - 2.3. Flexible Services Model. Under the flexible services model, base level law enforcement services will be provided to the City in proportion to the City's share of workload, unless the City enhances services as provided for herein or unless the City opts to provide its own precinct under Section 6.4.
    - 2.3.1. Positions designated to provide precinct/city services to the City shall be dedicated to work within the precinct in which the City is located, subject to responses to assist another jurisdiction or KCSO precinct according to mutually agreed-upon written criteria.
    - 2.3.2. Additional precinct/city services may be purchased at the discretion of the City and will be used in accordance with mutually agreed-upon protocols.
    - 2.3.3. Additional support services may be purchased by the City for the sole benefit of the City, with the exception of any support service that is required in accordance with Exhibit A.
3. City Law Enforcement Services.
  - 3.1. 2000 City Law Enforcement Services. Beginning January 1, 2000, the County agrees to provide to the City the level, degree and type of precinct/city and support services in accordance with Exhibit B, "Financial Exhibit" (Exhibit B), along with related administrative services.
  - 3.2. Revisions to City Law Enforcement Services. In 2001 and thereafter, revisions to City law enforcement services shall be made in accordance with Section 4.
4. Compensation.
  - 4.1. Development of Service Costs. The County shall develop service costs for each precinct/city, support, and administrative service provided by the KCSO.
    - 4.1.1. Service costs shall include, but not be limited to, salary, benefits and special pays, if any, for personnel providing the service, along with any associated clothing allowance, quartermaster, overtime, supplies, services, telephone, motor pool, lease cars, systems services, insurance, equipment and associated administrative costs. If not already included, costs shall include

adjustments for cost-of-living and inflation.

- 4.1.2. Service costs shall not include the cost of services that are required by state law, provided only within unincorporated King County, or supported by a dedicated revenue source, and services excluded from cost allocation at the discretion of the County. For the purpose of the agreement, such services and their associated administrative costs shall be considered non-chargeable.
- 4.1.3. Service costs shall reflect the deduction of revenues.
- 4.2. Development of Unit Costs. The County shall develop unit costs for each precinct/city and support service based on service costs developed in accordance with Section 4.1. Unit costs are listed in Exhibit A.
- 4.3. Calculation of City's Estimated Agreement Amount. Service costs and unit costs shall be the basis for calculating the City's estimated agreement amount. The City shall be charged for services on the basis of FTE's (full-time equivalents) or workload billing factors as outlined in Exhibit A.
- 4.4. City's Estimated Agreement Amount. The estimated agreement amount is shown in Exhibit B. The County agrees to revise this amount annually following the King County Council's adoption of the Annual County budget. The County will provide the City by March of the year for which the budget has been adopted a revised estimated agreement amount, if it is less than the amount shown in Exhibit B.
- 4.5. Mid-year Adjustment. Mid-year supplemental appropriations requested by the City will be reflected as adjustments in the current year estimated agreement amount.
- 4.6. Billing. The estimated agreement amount shall be billed monthly in 12 equal amounts. Payments shall be due within 30 days after invoicing by the County.
- 4.7. Revisions to City Law Enforcement Services and Agreement Amount. Beginning in 2000, by September 1, or the first working day thereafter, the County shall provide the City with an estimate of the subsequent year's unit costs and service data in the form of a revised Exhibit A and an estimate of the City's agreement amount for the same level of service for the subsequent year in the form of a revised Exhibit B. By September 15, or the first working day thereafter, the City shall notify the County of any changes in service or model for the subsequent year. By October 5, or the first working day thereafter, the County shall provide the City with the estimated agreement amount for the subsequent year based on the changes in service requested by the City, along with revisions to Exhibit B.
- 4.8. Limit on Annual Growth for Selected Expenditures. A cap on growth in charges shall be in place for the sum of the following group of items: quartermaster, supplies, services, telephones, capital, system services, printing, central county support services, insurance, and motor pool, except for vehicle purchase and fuel. The annual growth in the sum of these costs per FTE shall not exceed the growth in the previous July to June Urban Wage and Clerical Workers Index for greater Seattle. All other charges, including but not limited to any costs related to existing contractual obligations or labor contracts currently in negotiations, binding arbitration requirements, federal or state court mandates, federal or state law requirements, recommendations of the Oversight Committee that have a fiscal impact and are approved by the County, or any other costs determined by the full Oversight Committee to be beyond the County's control, shall not be subject to this cap.
- 4.9. Reports. The City will receive a monthly Overtime, Salary, Special Pay and Benefits Report that will include current and year-to-date expenditures for overtime, salary, special pay, and benefits. The report will provide a comparison between the actual expenditures and budgeted amounts based on the adopted March Cost Book and exhibits for the previous calendar year. The City will also receive monthly vacancy reports.
- 4.10. Application. The City hereby agrees to pay for discretionary overtime expenses separately. Only

dedicated police and dedicated support staff overtime, salary, special pay, and benefit costs are covered by this section.

- 4.10.1. The City agrees to pay for actual overtime, salary, special pay, and benefit costs.
- 4.10.2. If the City has a population of under 20,000 and exceeds its budgeted amount for overtime, special pay, salaries, and benefits by more than five percent, it will have the option to pay the amount exceeding five percent over the subsequent two years. At least 50 percent of the balance must be paid in the second year after the overage occurs. The City is responsible for paying the overage that does not exceed five percent in the first year.
- 4.10.3. Upon termination of an Interlocal Agreement between the City and the County, the City is obligated to pay all incurred overtime, special pay, salaries, and benefits overage costs by the termination date.
- 4.11. Reconciliation. Annual adjustments will be made in March of each year in such a way that if the City has a positive balance at year-end of the previous calendar year, it will receive a credit, and if the City has a deficit, it will receive a debit in the subsequent monthly billing. All computations will be based on actual overtime, salary, special pay, and benefits costs.
- 4.12. Computation. The cost formula shall be calculated by totaling the actual costs of overtime, salary, special pay, and benefits of the City and reconciling that figure to the City's budgeted amount. The annual adjustment process would occur as described in Section 4.11.
- 4.13. Discretionary Overtime. It is the intent of the City and the KCSO to provide operational overtime when requested for special events, dignitary protection and unusual occurrences. Overtime, when requested in these categories, will be billable at the actual overtime rate of the deputy(s) working. Responses to events listed below are treated as if the event were occurring in any other jurisdiction, with the responsibility falling on that jurisdiction.
  - 4.13.1. If the City requests and utilizes KCSO deputies on overtime for special events within the City, the actual deputy overtime expenditure will be billed to the City following the event. This billing will occur with the standard monthly billing, in accordance with Section 4.6. Examples include, but are not limited to, park patrol, parades, and community events.
  - 4.13.2. If the City experiences a disaster or unusual occurrence that is confined within its boundaries and officer overtime is requested by the City Police Chief to stabilize the situation, the actual overtime expenditures will be billed only if disaster relief reimbursement funds are not approved. Examples of this include, but are not limited to, a plane crash, riot, or union strike.
  - 4.13.3. In the case of a County, State, or National declared disaster for which overtime is required to manage the event, the overtime expense will be billed to the appropriate agency (e.g., FEMA). If reimbursement for overtime is not granted, then the City will be responsible for the direct overtime expense, less any mutual aid provided. Examples of this include, but are not limited to, flooding, windstorms, and sink holes.
  - 4.13.4. In the event a dignitary requiring federal, state, or local protection visits a City, the City will determine if additional police response is needed. The City Chief Executive Officer, in consultation with the City Police Chief, will establish the level of service to be provided.
  - 4.13.5. The KCSO Special Operations Section provides dignitary protection when the dignitary arrives in the County and assists in escorting the dignitary to the City. If the dignitary detail includes the US Secret Service, other Federal Government Agencies, or KCSO Special Operations, then the City is not responsible for expenses related to that detail. City expense is confined to meeting the City's established level of service for the dignitary visit, if overtime is incurred. Examples of dignitary protection services include, but are not limited to, traffic and crowd control related to visits from the Office of the President of the United States and foreign dignitaries.

- 4.13.6. Billing Process: The City Police Chief will accumulate and code all special event overtime forms. The original form will be routed to payroll and a copy forwarded to the Contract Unit for billing preparation.
5. Decisions and Policy-Making Authorities. The County will provide the services identified in Exhibit B in accordance with the following:
- 5.1. Operational Decisions and Policy-Making Authorities. The respective authorities of the City and the County to make operational decisions and develop and implement policies shall be governed by the guidelines contained in Exhibit C, "Roles and Responsibilities of Contract Service Personnel" (Exhibit C).
- 5.2. City Police Chief. The City may designate a county officer assigned to the City to act in the capacity of the police chief, consistent with the guidelines contained in Exhibit C.
6. Special Provisions.
- 6.1. Use of Non-Sworn Personnel. The City and the County intend to increase the use of non-sworn personnel, and the parties agree that the following functions and positions, among others, can be considered by the Oversight Committee for civilianization: parking enforcement; warrant service; court liaison; crime scene technician; evidence transport; background investigations; records management; crime prevention; accident scene traffic director; missing children services; lost property services; vacation house checks; business watch; permitting; fingerprinting; abandoned vehicle tagging; park patrol; and prisoner transport.
- 6.2. City Purchases. As an alternative to using the County's routine supplies and equipment, the City may purchase routine supplies or purchase or lease any equipment for its own use, provided that prior written approval is obtained from the County and the equipment can be integrated into applicable County systems. Routine supplies and equipment include, but are not limited to, paper, copying machines, cellular telephones, and office furnishings. In the event the City has received County approval to purchase and/or lease any of these or similar items for its own use, the County will delete from the City's contract amount the full county charge for any items that otherwise would have been provided by the County. The County will not approve items it can provide at an equal or lower cost or that are not standard issue.
- 6.3. Hourly Charges for Optional Support Services. To the extent the City does not select one or more support services designated as optional, the County will not charge the City for those services. In the event that any of these services are deployed at the request of the City's Police Chief or his/her designee with the appropriate authority, the City agrees to pay the County for the service based on the hourly charges contained in Exhibit E, "Hourly Costs For Selected Services" (Exhibit E). The County intends to apply these charges to other jurisdictions, regardless of whether the jurisdiction has an agreement with the County for law enforcement services.
- 6.4. City Police Facility. A City that selects either a city or shared supervision model department may purchase or lease its own facility and provide for the operation and maintenance of said facility. The facility must meet or exceed all applicable city, state and federal codes and requirements. The facility must also adequately meet the space and security needs of permanently assigned KCSO personnel. The City will be responsible for all charges associated with the planning, design, construction, and/or renovation of the facility and property.
- 6.4.1. If the City provides a full-function police precinct as defined in Exhibit F, "Glossary of Terms" (Exhibit F) for all precinct personnel serving the city, the County will delete all applicable support, facilities, operation, and maintenance costs for city-assigned personnel. If the City provides city police facilities that otherwise meet the full definition of a police precinct but house fewer than all precinct personnel serving the city, the County agrees to negotiate on a case-by-case basis an equitable reduction of charges to the City. This reduction

of charges to the City shall equal the contract charges for facilities, support, operations and maintenance for the personnel housed in the city facility. In all cases, plans and cost adjustment for city police precincts, support and operations must be negotiated and agreed upon in writing in advance, and payment for police services must remain current within 30 days of billing by the County.

- 6.5. Use of City Facility by County. There may be situations when the County needs to lease space for personnel serving unincorporated King County from the City. When this situation occurs, the County and the City may choose to negotiate for the use of a city facility on a case-by-case basis.
- 6.6. Refund of Accrued Replacement Reserves. If the City has reimbursed the County for the initial purchase of any equipment prior to this agreement, or if the City has purchased equipment under the provisions of Section 6.2, and if the City chooses to terminate this agreement, the County agrees to refund to the City any accrued replacement reserves, and any accrued market rate interest, on such equipment, including vehicles, and transfer ownership of such equipment from the County to the City.
- 6.7. Exclusion of Replacement Charges for 800 MHz Radios. If the City or County chooses to terminate this agreement, the County agrees to transfer ownership of that number of radios determined to have been purchased by the 800 MHz Levy from the County to the City. The City agrees to assume responsibility for any service costs associated with continued use of the radios on the regional 800 MHz radio system, including the cost of subscriber access, reprogramming, and maintenance. All other police 800 MHz radios used in the City will revert to County ownership. The cost of additional radios shall be borne by the City.
- 6.8. Observation of Labor Negotiations. The City may participate with other cities that contract with the County for law enforcement services to select no more than two representatives to observe labor negotiations between the County and the collective bargaining units representing the employees of the KCSO, provided that such observers adhere to rules established by the County and the bargaining units for the negotiations.
- 6.9. Stabilization of Personnel. The County will coordinate transfers to minimize the time positions are vacant, as well as the impact of vacancies to cities.
  - 6.9.1. Deputies who have been with the City for less than 24 months will not be granted a lateral transfer except with the concurrence of the City Chief Executive Officer.
  - 6.9.2. Timing and replacement of city-assigned staff who are promoted to a position outside the city will be managed with the concurrence of the City Chief Executive Officer.
- 6.10. Assignment of Detectives. At the request of the City and to the extent feasible, as determined by the KCSO in consultation with the City members of the Oversight Committee, the County shall assign to the precinct incorporating the City detectives from the KCSO Criminal Investigation Division, with the exception of detectives in the Major Crimes Unit of the division.
- 6.11. Additional Training. The City may provide training for City precinct detectives to perform criminal investigations for any optional criminal investigation services. The cost of any such training shall be borne by the City.
- 6.12. Cost Effect of Service Decisions. The City's costs shall not be raised as a result of another city's decision regarding the level or makeup of services. The County reserves the right to eliminate services to fulfill this provision.
- 6.13. Requests for Support Services. The City Police Chief or his/her designee shall have the authority to request any support service provided to the City. If such request is denied, the commander in charge of the support service shall review the decision and provide a report to the City Chief Executive Officer regarding the final determination.
- 6.14. City Identification. The City may select unique insignia and/or colors for uniforms and/or vehicles used by the deputies assigned to the City, provided that some form of the KCSO logo is retained on

the uniforms and vehicles. To the extent that the annual quartermaster allowance exceeds the costs of routine replacement of uniform items, the allowance shall be applied to the costs of adding the insignia to the uniforms or replacing the uniforms with alternative uniforms. Additional costs related to the uniforms shall be borne by the City. However, whenever an officer leaves the City, either at the initiative of the County or of the officer, within 24 months or less after the assignment to the City, and the cost of outfitting the replacement officer in the City exceeds the City's annual quartermaster allocation, then the City and the County shall split the cost equally. The uniforms will be pooled by the KCSO quartermaster and reissued to new or existing City deputies. The City will retain items that were specially purchased by the City (e.g., bicycle uniforms). Each City is allocated a quartermaster budget calculated by multiplying the number of dedicated sworn personnel by the quartermaster cost per FTE as calculated in the costing book each year. If, at the end of the year, the City goes over its allocated quartermaster budget due to the additional cost of City-specific uniform items, those additional costs will be billed in the following year.

- 6.15. Start-up Costs. The City agrees to reimburse the County for any and all personnel costs incurred toward hiring deputies in the year prior to their being assigned to the City.. These costs, further described in Section 4.1 herein, shall be added to the total costs billed for year the deputies are assigned to the city and paid by the City according to this agreement.
- 6.16. Asset seizure. The KCSO Drug Enforcement (DEU) and Vice Units shall be the seizing entities for any asset seizure and forfeiture investigations involving drug-related offenses in violation of the Uniform Controlled Substances Act (RCW 69.50.505), violations of the Legend Drug Act (RCW 69.41), violations of the Money Laundering Act (RCW 9A.83), and/or any additional criminal or civil seizure statutes that may be applicable currently or in the future related, initiated by the City within its jurisdiction, or other cases initiated pursuant to asset seizure laws and under this agreement.
  - 6.16.1. The terms of this agreement apply to seizures and forfeitures that result from investigations initiated by, or with significant participation by, the City, regardless of whether the City contracts for DEU or Vice services.
  - 6.16.2. Seizures and forfeitures not initiated by, and without significant participation by, the City, are not covered by this agreement, and the City will not be provided a share of any forfeited funds.
  - 6.16.3. If there is a dispute as to the City's share of any forfeited funds, the person in charge of the DEU or Vice Unit and the City Police Chief will meet to attempt to resolve the matter. If this process does not result in a mutually-agreed upon resolution, the dispute will be handled in accordance with Sections 16 and 17 of this agreement.
  - 6.16.4. The KCSO will be responsible for gathering the proceeds from all relevant sales, for accounting for all seizures and forfeitures in conjunction with the personal and real property encompassed under the agreement, for submitting the 10 percent to the State of Washington in accordance with RCW 69.50.505 or making any other mandatory disbursement under the applicable statutes, and for distributing the remaining funds -- in equal shares -- to the parties. This distribution of remaining funds will occur after the KCSO has deducted any and all costs incurred related to the seizure and forfeiture. The final accounting of the seizure and distribution of funds will accompany the check the County writes to the City.
  - 6.16.5. Any properties, real or personal, forfeited to the KCSO pursuant to this agreement will be sold in accordance with RCW 69.50.505.
  - 6.16.6. Any funds distributed to the City will be used in accordance with RCW 69.50.505(i). By signing this agreement, the City acknowledges that it is solely responsible for familiarizing itself with the authorized use of forfeited funds as stated in the applicable RCW Chapter. If the City uses forfeited funds in a manner contrary to the seizure statutes, the County may terminate the asset forfeiture provisions of this agreement with 24 hours notice.

- 6.16.7. The KCSO DEU has sole discretion over the manner in which cases will proceed, including the discretion to settle or dismiss a case if deemed appropriate, and whether assets forfeited will be sold or put into service.
- 6.16.8. Any and all property seized by and forfeited to the KCSO Drug Enforcement or Vice Unit, whether by order of the court, or accepted in settlement in conjunction with this agreement, will be divided in the same manner as indicated above.
- 6.16.9. The parties agree and acknowledge that the attorney assigned to the KCSO DEU does not have an attorney-client relationship with the City. If such an attorney-client relationship exists, it exists only between the KCSO and the attorney assigned to the KCSO Drug Enforcement Unit.
- 6.17. Business Plan Development (Strategic Plan): The KCSO will develop a multi-year police services business plan that includes the City in the process. This process would identify KCSO initiatives in advance of the budget year. The goals would be:
- Document the long-term vision for the KCSO (3 to 5 year time frame); departmental mission and core business(s).
  - Identify strategic goals for accomplishing the vision; be action oriented with a strong emphasis on achieving practical outcomes.
  - Identify how customers will be served consistent with the vision and with limited financial resources.
  - Provide objectives, including performance measures, where available, that can be evaluated in the future.
- 6.18. Computers
- 6.18.1. The KCSO will provide a laptop and appropriate accessories or a desktop computer to every dedicated and flex sworn FTE purchased by the City.
- 6.18.2. The KCSO Computer Resources Unit will be responsible for the repair and maintenance of all equipment, software, and accessories that are used in conjunction with the mobile computing program.
- 6.18.3. Replacement computers will be furnished via the Computer Replacement Fund, approximately every three years. The City will be charged a monthly replacement fee based on the number of computers in the City. This annual cost will appear as a separate line in Exhibit B. If the City bought its own computers, it will receive the unspent balance of the replacement funds should the agreement be terminated.
- 6.18.4. Annually, the County will estimate the purchase price of replacement hardware, software, accessories and tax. The monthly computer replacement cost will be calculated on a useful life of three years.
- 6.19. Fire Investigation
- 6.19.1. For the year 2000, the City may purchase fire investigation services through this agreement. These services will be provided by the King County Department of Development and Environmental Services (DDES) Fire Marshall's Office by separate agreement with the KCSO. The cost for this service is shown on Exhibit B, and will be calculated in accordance with Exhibit G: "Arson Investigation Costing Model". Fire Investigation callouts will be in accordance with protocols outlined in Exhibit H: "Arson Investigation Call Out Protocols", unless superseded by new or revised protocols adopted by the Oversight Committee, DDES and affected fire agencies.
- 6.19.2. During the year 2000, the Oversight Committee will sponsor a series of discussions, to include the KCSO, DDES, the King County Executive, contract cities, Fire Agencies, and other cities receiving DDES Fire Investigation Services. The KCSO, in conjunction with

DDES, fire agencies and the cities will be responsible for developing a work plan for Oversight Committee approval. The purpose of this work plan will be to identify options for the long-term provision of fire investigation services to city customers. The work plan may consider the following issues: call-out protocols, costing methods, service delivery and organizational issues. The intent of these parties is that the Oversight Committee will make a recommendation for future service delivery by October 31, 2000.

6.19.3. Day-to-day fire investigation operational issues will be handled at the lowest practical organizational level. This may typically include staff from the city police, fire agencies and DDES.

6.20. Police Investigations Information. The KCSO Major Accident Response and Reconstruction Unit (MARR) and other police investigative services under this agreement shall include providing the City access to all records related to investigations of traffic collisions within the City, upon request, as the records are completed or become available, including but not limited to State Traffic Collision Reports, photographs, diagrams, witness statements and victim(s) statements in the possession of the KCSO. Distribution of toxicology reports and autopsy reports will be controlled by RCW 46.52.065 and 68.50.105. If victims or witnesses identified in any police report or statement have not been interviewed by County personnel, City representatives will coordinate their interviews of these persons with the KCSO prior to contact to avoid prejudice to ongoing criminal investigations, including discussion of scope, timing and value of joint interviews. The KCSO and the City will name representatives to implement this section.

## 7. Reporting.

7.1. Reporting Districts. Reporting districts coterminous with the City boundaries will be maintained to enable accurate data collection on law enforcement services provided and criminal activity.

7.2. Notification of Criminal Activity. The City Police Chief, if designated, or the precinct commander will notify the City in the event of a significant criminal occurrence within the City.

7.3. Quarterly Reports. The County will report quarterly on criminal activity and on law enforcement services provided by major category of service as listed in Exhibit B.

## 8. Personnel and Equipment. The County is acting hereunder as an independent contractor so that:

8.1. Control of Personnel. Control of personnel, standards of performance, discipline and all other aspects of performance shall be governed entirely by the County. Allegations of misconduct shall be investigated in accordance with Exhibit D, "Internal Investigations Protocol for Contract Cities" (Exhibit D).

8.2. Status of Employees. All persons rendering service hereunder shall be for all purposes employees of the County, except that the City may hire non-commissioned City employees to perform certain functions in conjunction with County police personnel.

8.3. Liabilities. All liabilities for salaries, wages, any other compensation, injury, sickness or liability to the public for negligent acts or omissions arising from performance of the law enforcement services by the County hereunder shall be that of the County.

8.4. Provision of Personnel. The County shall furnish all personnel and such resources and material deemed by the County as necessary to provide the level of law enforcement service herein described.

8.5. Municipal Violations. KCSO commissioned personnel shall cite violations of municipal ordinances into the City's municipal court.

## 9. City Responsibilities. In support of the County providing the services described in Exhibit B, the City promises the following.

9.1. Municipal Police Authority. The City promises to confer municipal police authority on such County deputies as might be engaged hereunder in enforcing City ordinances within City boundaries, for the



purposes of carrying out this agreement.

- 9.2. Municipal Criminal Code. The City promises to adopt a criminal municipal code that incorporates, at a minimum, any portion of the Washington State criminal code defining a crime or crimes, which falls within the jurisdiction of the district or municipal court. This includes all misdemeanors and gross misdemeanors. Provided, that if the City fails to adopt, chooses not to adopt, or repeals such criminal municipal code, the City shall be responsible for reimbursing the County for all expenses associated with prosecution, adjudication, sentencing, and incarceration in any criminal case involving a crime that could have been included within a City municipal code.
- 9.3. Special Supplies. The City promises to supply at its own cost and expense any special supplies, stationary, notices, forms, and the like where such must be issued in the name of the City.
10. Duration. This agreement is effective upon authorization and signature by both parties, except that services and charges shall commence on January 1, 2000. The agreement period shall continue until December 31, 2002, and may be extended until December 31, 2004 by consensus of the Oversight Committee. After the original or extended agreement period has elapsed, the agreement shall renew automatically from year to year unless negotiations for a new contract are initiated by the Oversight Committee, those negotiations are completed and a new contract is adopted, or unless either party initiates the termination process outlined herein.
11. Termination Process. Either party may initiate a process to terminate this agreement as follows:
  - 11.1. Notice of Termination. The City may choose at some future time to provide law enforcement services other than through the County; similarly, the County may choose at some future time not to provide law enforcement services to the City. Any party wishing to terminate the agreement shall issue a written notice of intent not less than 45 days prior to issuing an 18-month written notice under section 11.2 of this agreement. Upon receipt of the written notice of intent, the City's Chief Executive Officer and the Sheriff shall hold a meeting, the purpose of which will be to understand the notice of intent including background of the reason(s), and a review of alternatives and impacts, among other matters. It is suggested that the Chair of the Oversight Committee be copied on any communication covered in this Section.
  - 11.2. Written Notice. After the 45-day period has run under Section 11.1 of this agreement, the party desiring to terminate the agreement shall provide at least 18 months written notice to the other party.
  - 11.3. Transition Plan. Within 120 days of the receipt of such written termination notice, the parties shall commence work on and complete a mutually agreed-upon transition plan providing for an orderly transition of responsibilities from the County to the City. The planning method should proceed along the lines of a project management approach to facilitate the joint planning process by the City and the County. The overarching goal of the transition plan will be to ensure there is not disruption in service to the community as the providers change. This plan would include desired outcomes, project phases (including a preliminary transition plan development) and timelines, and project roles and responsibilities. Each party shall bear its respective costs in developing the transition plan and each will work cooperatively with the other party in the coordination of efforts. The transition plan shall identify and address the continuity of professional and quality police services before, during and through the transition period. The transition plan shall also identify and address any personnel, capital equipment, workload and any other issues related to the transition. Each party shall bear its respective costs in developing the transition plan.
  - 11.4. Termination and/or Interest Charge. In the event the City fails to make a monthly payment within 60 days of billing, the County may charge an interest rate within two percentage points of the interest rate on the monthly County investment earnings. In addition, in the event the City fails to make a monthly payment within 120 days of billing, the County may terminate this agreement with 90 days written notice.

- 11.4.1. If the City and County are in disagreement over a portion of the bill, the City can withhold the disputed portion of the bill by placing the amount in escrow and following the process outlined in Section 16.3 for resolution of agreement dispute issues.
- 11.4.2. The County will not charge interest on the disputed portion of the bill nor will it begin the termination process as outlined in section 11.4 so long as the City follows the process outlined in 11.4.1 and pays the non-disputed portion of the bill within 60 days of billing.

## 12. Indemnification.

- 12.1. City Held Harmless. The County shall indemnify and hold harmless the City and its officers, agents, and employees, or any of them from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by any reason of or arising out of any negligent act or omission of the County, its officers, agents, and employees, or any of them relating to or arising out of performing services pursuant to this agreement. In the event that any such suit based upon such a claim, action, loss, or damages is brought against the City, the County shall defend the same at its sole cost and expense; provided that the City reserves the right to participate in said suit if any principle of governmental or public law is involved; and if final judgment in said suit be rendered against the City, and its officers, agents, and employees, or any of them, or jointly against the City and the County and their respective officers, agents, and employees, or any of them, the County shall satisfy the same.
  - 12.2. County Held Harmless. The City shall indemnify and hold harmless the County and its officers, agents, and employees, or any of them from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by any reason of or arising out of any negligent act or omission of the City, its officers, agents, and employees, or any of them relating to or arising out of performing services pursuant to this agreement. In the event that any suit based upon such a claim, action, loss, or damages is brought against the County, the City shall defend the same at its sole cost and expense; provided that the County reserves the right to participate in said suit if any principle of governmental or public law is involved; and if final judgment be rendered against the County, and its officers, agents, and employees, or any of them, or jointly against the County and the City and their respective officers, agents, and employees, or any of them, the City shall satisfy the same.
  - 12.3. Liability Related to City Ordinances, Policies, Rules and Regulations. In executing this agreement, the County does not assume liability or responsibility for or in any way release the City from any liability or responsibility which arises in whole or in part from the existence or effect of City ordinances, policies, rules or regulations. If any cause, claim, suit, action or administrative proceeding is commenced in which the enforceability and/or validity of any such City ordinance, policy, rule or regulation is at issue, the City shall defend the same at its sole expense and, if judgment is entered or damages are awarded against the City, the County, or both, the City shall satisfy the same, including all chargeable costs and reasonable attorney's fees.
  - 12.4. Waiver Under Washington Industrial Insurance Act. The foregoing indemnity is specifically intended to constitute a waiver of each party's immunity under Washington's Industrial Insurance Act, Chapter 51 RCW, as respects the other party only, and only to the extent necessary to provide the indemnified party with a full and complete indemnity of claims made by the indemnitor's employees. The parties acknowledge that these provisions were specifically negotiated and agreed upon by them.
13. Non-discrimination. The County and the City certify that they are Equal Opportunity Employers. The County has developed and implemented Affirmative Action Programs in accordance with the guidelines in Revised Order 4 of the United States Department of Labor. The City will develop and implement Affirmative Action Programs that meet the applicable federal standards.
  14. Audits and Inspections. The records and documents with respect to all matters covered by this agreement shall be subject to inspection, review or audit by the County or City during the term of this agreement and three (3) years after termination.

15. Amendments. This agreement may be amended at any time by mutual written agreement of the City, the King County Sheriff, and the King County Executive, provided that any such amendment must be approved by the Oversight Committee pursuant to section 17.2.4 of this agreement.

16. Agreement Administration.

16.1. Agreement Administrators. The City Chief Executive Officer and the City Police Chief, if designated, or the precinct commander shall serve as agreement administrators to review agreement performance and resolve operational problems. The agreement administrators will meet at least quarterly with either party authorized to call additional meetings with ten days written notice to the other.

16.2. Referral of Unresolved Problems. The City Chief Executive Officer shall refer any police service operational problem, which cannot be resolved, to the King County Sheriff. The Sheriff and City Chief Executive Officer shall meet as necessary to resolve such issues. Unresolved problems shall be referred to the Oversight Committee.

16.3. Agreement Dispute Issues. Agreement dispute issues involving agreement language interpretation, cost, and other non-operational matters shall be referred to the Sheriff, the Chair of the Oversight Committee, the King County Executive's representative to the Oversight Committee, and the affected party or parties to review and resolve. In the event that the dispute involves the city of the Oversight Committee Chair, the Oversight Committee will designate an alternate City Chief Executive Officer to serve as Chair of the Oversight Committee for the purpose of resolving the specific issue. Any unresolved problems shall be referred to the Oversight Committee as a whole.

17. Agreement Oversight.

17.1. Oversight Committee. The City and the County agree to establish an Oversight Committee consisting of the chief executive officers, or their designees, of the cities that contract with the County for law enforcement services, the King County Sheriff, one person designated by the County Executive, and one person designated by the chair of the King County Council's Law, Justice and Human Services Committee, or its successor.

17.2. Scope of Committee. The committee shall meet at least bi-monthly to ensure the parties comply with the provisions of this agreement, including the administration of the agreement and the management and delivery of police services under the agreement.

17.2.1. In addition, the committee shall establish performance measurements, standards, and benchmarks for evaluating the quality of the County's police services. These performance measures shall be developed in cooperation with the Cities that contract for police services. Focus of these measures shall be based on outcome measurements for effectiveness and efficiency as identified by the City Chief Executives and the Sheriff. The County shall work with the City, if desired, to develop a range of options by July 2000, or a later mutually agreed-upon date.

17.2.2. The City's member of the Oversight Committee may make recommendations on any issue affecting agreement costs and conditions, such as the budget for the KCSO, personnel recruitment, training and standards, and collective bargaining issues. These recommendations may reflect approval or disapproval of any County proposal relating to these issues and shall be submitted to the County Executive, County Council, and/or City Council as appropriate. The County shall provide a written report on the outcome of these recommendations.

17.2.3. If an operational problem or agreement dispute is referred to the Oversight Committee pursuant to sections 16.2 or 16.3 of this agreement, the Oversight Committee will meet and attempt to resolve the problem or dispute. If the Oversight Committee is unable to resolve the problem or dispute, this agreement shall be construed in accordance with the laws of the State of Washington.

17.2.4. The Oversight Committee is responsible for approving amendments to this agreement, which are first agreed to by the City, the King County Sheriff, and the King County Executive. A majority of a quorum of the Oversight Committee will constitute approval of a proposed amendment.


18. Entire Agreement/Waiver of Default. The parties agree that this agreement is the complete expression of the terms hereto and any oral or written representations or understandings not incorporated herein are excluded. Both parties recognize that time is of the essence in the performance of the provisions of this agreement. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of the agreement shall not be deemed to be waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the agreement unless stated to be such through written approval by the County, which shall be attached to the original agreement.

IN WITNESS WHEREOF, the parties have executed this agreement.

KING COUNTY

City of Shoreline

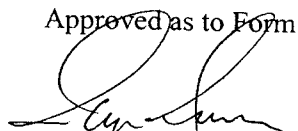
\_\_\_\_\_  
King County Executive

  
\_\_\_\_\_  
Robert Deis, Chief Executive Officer

Approved as to Form

Approved as to Form

\_\_\_\_\_  
Deputy Prosecuting Attorney  
for NORM MALENG  
King County Prosecuting Attorney

  
\_\_\_\_\_  
Ian Sievers, City Attorney

# PLACEHOLDER

for

## KING COUNTY SHERIFF'S OFFICE SERVICE NOTEBOOK

2000 PROPOSED – RED BOOK

2000 ADOPTED – CORAL BOOK

Shoreline - 2000

Exhibit B  
2000  
Proposed

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UPDATED FOR 1996-98 WORKLOAD AND 2000 PROPOSED RED BOOK  
CITY MODEL

Precinct/City Services		City Model			
Title	R/O	Billing Factor	Amount	Cost	FTEs
Canine (city)	R	FTE			
Captain - Operations	O	FTE	1.00	127,977	1.00
Captain- Pct. Operations	R	% FTE		-	-
Community Crime Prevention Unit	O	FTE		-	-
Storefront Officers	O	FTE	2.00	202,046	2.00
Community Service Officers	O	FTE	1.00	75,241	1.00
Evidence and Supply Tech	O	FTE	-	-	-
DARE	O	FTE	-	-	-
Pct. Facilities and Maintenance		% Pct. FTE	N/A	-	N/A
Major - City Chief	O	FTE	1.00	143,532	1.00
Major - Pct. Commander	R	% FTE		-	-
Motorcycle	O	FTE	3.00	258,033	3.00
Admin Spec II	O	FTE		-	-
Admin Spec III	O	FTE		-	-
Admin Spec IV	O	FTE	1.00	66,892	1.00
Pct. Crime Analysis	O	% FTE		-	-
Pct. Detectives	R	FTE	3.00	296,398	3.00
Pct. Detective Sgt.	R	FTE	1.00	108,129	1.00
Pct. Pro-Active	O	FTE	4.00	387,971	4.00
Reactive Patrol	O	FTE	23.00	2,323,525	23.00
Reactive Patrol Sgts.	R	FTE	6.00	681,146	6.00
Subtotal			\$	4,670,889	46.00

Support Services	R/O	?	Billing Factor	Amount	Service Cost	FTE
Air Support	O	N	% DCFS	10.04%	-	-
Asset Forfeiture	O					
Jomb Disposal Unit	R/O	Y	% Incidents	8.99%	13,316	0.09
Canine	R/O	Y	% Details	9.43%	94,164	0.75
Communications-911	R	Y	% DCFS	10.04%	553,605	7.13
Drug Enforcement Unit	O	N	% Pt 1 Crime	9.54%	-	-
DWI	O	N	FTE		-	-
Fraud, Forgery, Organized Crime	O	Y	% Caseload	11.70%	105,282	0.82
General Traffic	O	N	FTE		-	-
Hostage Negotiation	R/O	Y	% Incidents	4.04%	234	0.00
Major Crimes Detectives	R	Y	% Pt 1 Major Crime	9.17%	274,877	2.02
Homicide Placeholder			% Pt 1 Major Crime	9.17%	33,616	
Marine Patrol	O	N	NA		-	-
MARR Unit	R/O	N	% Incidents	10.16%	-	-
Tactical Unit	R	Y	% of Incidents	3.17%	8,953	0.05
Vice	O	N	% Unit Arrests	8.43%	-	-
Gambling	O	N	% Gambling Licenses	11.71%	-	-
Subtotal				1,084,046		10.86
Total				5,754,935		56.86
Less copier charges				(2,837)		
Less phone charges				(20,056)		
Revised Total				5,732,042		
Computer Replacement Fund (37 Computers)				45,942		
COPS Universal Hiring Credit (1.0 FTE) <sup>3</sup>				(25,000)		
REVISED TOTAL CHARGE				5,752,984		56.86

Note: Shoreline will pay for Air Support, the Drug Unit, and the MARR Unit on a per use basis at the prices shown in the updated Exhibit E. Asset forfeiture cases will be handled by the Asset Forfeiture Unit on a case by case basis with any proceeds shared on a 50/50 split between King County and the City of Shoreline.

1) The DARE officer will be replaced by a pilot SRO program. The costs of this program will be billed as discretionary overtime.

2) Letter dated 1/13/99 adds a patrol officer for a total of 22 dedicated officers.

3) COPS Universal Hiring Grant Credit will be received annually at \$25,000 per FTE for three years.

## Shoreline - 2000

Exhibit B  
2000  
Proposed

Workload Indicators	City	% Prec	% Prec. Flex	%Total
Dispatched Calls	13560	28.89%	0.00%	10.04%
Pct Detective Caseload	560	41.42%		
Comm. Crime Prev. Csld.		0.00%		0.00%
Part 1 Crimes	2,117			9.54%
Part 2 Crimes	2,227			
Total Crimes	4,344			9.65%
Part 1 Major Crimes	94.33			9.17%
Bomb Disposal Incidents	14.00			8.99%
Canine Details	201.00			9.43%
FFOC Caseload	251.67			11.70%
Hostage Negotiation Incidents	0.67			4.04%
Tactical Unit Incidents	0.67			3.17%
Vice Unit Arrests	7.00			8.43%
Licensed Gambling Establishments	19.67			11.71%
Precinct CPO Flex	-			
Precinct Crime Analysts	-			
Precinct Detectives	3			
Pct. Patrol Flex %	0.00%			
React Patrol Sgts. %	0.00%			
Captains - Precinct Ops	1			
Pct. Facilities and Maintenance cost	n/a			
Precinct Sworn Staff	44			
Precinct CCPU Staff	-			

Shoreline Precinct Staff	46.00
Telephone Cost per FTE	436
Total Shoreline Telephone Credit	20,056
Pct. 2 Copier Charges	10,453
# of FTE at Pct. 2 (inc. Shoreline)	170
Cost per FTE	62
Shoreline Precinct Staff	46
Shoreline Credit	2,837

## EXHIBIT C

### ROLES AND RESPONSIBILITIES OF CONTRACT SERVICE PERSONNEL

#### I. ROLES AND RELATIONSHIPS

##### A) COMMISSIONED PERSONNEL

- 1) Contract service police chiefs, as well as other commissioned personnel, will be responsive to the public safety needs of the contracting entity, as well as its officials, residents, and/or population served.

##### B) CONTRACT POLICE CHIEF (CITY POLICE CHIEF FOR CONTRACT CITIES)

- 1) Command Structure
  - (a) Reports directly to Precinct Commander
    - (i) If the contract police chief is a KCSO Major, then he or she shall report directly to Division Chief
    - (ii) Works at the direction of the City Chief Executive Officer or contract manager/administrator, and in compliance with KCSO policy, procedures, and directives.
- 2) Title/Insignia
  - (a) Police chiefs shall wear one star on each collar point signifying their role as "Police Chief" of a contracting entity. Regardless of KCSO rank, contract chiefs will be addressed as "Chief of Police" in public settings, such as city council meetings, public meetings, and contract service staff meetings.
- 3) Interaction with Contracting Entity
  - (a) The police chief shall interact with contract entity staff and officials in accordance with RCW 35.18.110
  - (b) The police chief shall discuss and agree upon protocols for routine, daily interactions with the contract service CEO or manager/administrator as deemed appropriate by the contracting entity.
  - (c) The police chief shall function as a department head within the contracting entity's organizational structure, and is expected to conduct himself or herself in a manner that supports and maintains trust in the contracting entity.
  - (d) At the direction of the contract service CEO or manager/administrator, and as needed, the police chief shall attend and participate in the contracting entity's staff and council meetings, and official functions, celebrations, and commissions. As requested by the CEO or manager/administrator and as needed, the police chief will also represent the contract service police department at community meetings and functions.
  - (e) The Police Chief is the City's Director of Police Services and represents the Chief Executive Officer of the City for all law enforcement matters in the community/City. This may include working with other relevant City departments and or other public agencies (e.g. courts, schools, etc.) on behalf of the City.
  - (f) The KCSO views the Contract Cities as customers and will maintain a customer service orientation to managing the contracts. Consistent with this philosophy Police Chiefs are expected to represent the City's point of view, consider City needs in carrying out their duties and advocate on behalf of their City similar to other City departmental directors.
- 4) Duties
  - (a) Supervision Received:
    - (i) KCSO command staff maintains authority and responsibility over police chiefs and the precinct.
    - (ii) In the event a contracting entity's procedure, policy, goal or operation differs from that of the KCSO, that entity shall negotiate with the KCSO to reach a final determination.
    - (iii) The entity's Chief Executive Officer or manager/administrator shall have the general duty and responsibility of providing the assigned police chief with general direction relative to the furnishing of law enforcement services to the contracting entity.
    - (iv) The police chief shall maintain communication between command structures to ensure that changes in the KCSO are agreeable to the contracting entity and that changes in the entity



are agreeable to the KCSO.

(b) Duties Include:

- (i) Operations
- (ii) The police chief shall direct overall Contract City service police operations, ensuring law enforcement services within the City.
- (iii) The police chief shall analyze operations and develop plans to manage resources and ensure effective and efficient delivery of services.
- (iv) The police chief shall oversee the implementation of all policies and procedures relating to police services that are established by the contracting entity, and shall provide to the KCSO any written information relative to police services created by the entity. The chief shall notify the KCSO of all procedures that differ from KCSO policies and procedures.
- (v) The police chief shall utilize analysis of crime data to establish a plan for deploying resources to address identified needs.
- (vi) The police chief shall coordinate police activities for the contracting entity, including hours of operation and contract-specific protocols and procedures.
- (vii) The police chief shall prepare, in coordination with the King County Sheriff's Office Contract Unit, a budget for the contract police department.
- (viii) The police chief shall coordinate the response of support services used for law enforcement for the contracting entity (e.g., CID, Special Operations).
- (ix) The police chief shall establish policies and protocols for the response of services that are not purchased by the entity in advance (e.g., optional services).
- (x) The police chief shall notify the contracting entity's CEO or manager/administrator of any use of support services that were not purchased in advance upon their deployment for enforcing laws for the contracting entity.
- (xi) The police chief shall notify the contracting entity's CEO or manager/administrator of all major crimes or incidents.

5) Goals, Objectives, and Performance Indicators

- (a) The police chief shall establish goals and objectives for contract police services in conjunction with the City Chief Executive Officer that reflect the specific needs of the contracting entity. The chief shall also identify performance indicators for the entity to measure the established goals and objectives.
- (b) The police chief shall oversee the implementation of all KCSO policies and procedures within the contract services, and maintain a copy of current police procedures on file at the entity's chosen central location for the entity's reference. The chief shall notify the entity's CEO or manager/administrator of any KCSO procedures or changes that either supplement or affect the entity's established goals and objectives for police services.
- (c) The police chief shall review the entity's performance indicators for police services against the stated goals and objectives, and shall report to the CEO or manager/administrator on progress of goal attainment.

6) Personnel Management and Training

- (a) The police chief shall establish standards of performance for officers assigned to the contracting entity.
- (b) The police chief shall identify areas of supplemental training for officers assigned to the entity, and make recommendations to the KCSO for supplemental training. The chief shall also make recommendations to the contracting entity's CEO or manager/administrator for training not provided by KCSO.
- (c) The police chief shall periodically review the performance of officers assigned to the contracting entity and report to entity's CEO or manager/administrator and precinct command staff or Division Chief any recommendations for performance improvement.
- (d) The police chief shall perform selected roll calls of contract-assigned officers.
- (e) The police chief shall coordinate and direct duties of officers assigned to the contracting entity as

specific needs arise, and as requested by entity's CEO or manager/administrator within the context of established policies and procedures. The chief shall report to the precinct any changes in duty of contract-assigned officers.

C) CONTRACTING ENTITY POLICE MID-MANAGER

- 1) Command Structure
  - (a) The mid-manager shall report directly to police chief
  - (b) The mid-manager shall function as "Acting Police Chief" in the absence of the police chief
- 2) Title /Insignia
  - (a) The mid-manager shall wears appropriate rank insignia on contract entity uniform consistent with KCSO rank
- 3) Interaction With Contracting Entity
  - (a) The mid-manager shall interact with contracting entity staff and officials in accordance with RCW 35.18.110
  - (b) The mid-manager shall function as a police department mid-manager within contracting entity structure and shall present himself or herself in the community in a manner that supports and maintains trust in the contracting entity.
- 4) Duties
  - (a) The mid-manager shall directly assist police chief in carrying out duties outlined in I.B(4)

D) FIRST LEVEL SUPERVISOR/LINE OFFICERS/DETECTIVES/STAFF

- 1) Command Structure
  - (a) These individuals shall report directly to the police chief, mid-manager, or supervisor as appropriate.
- 2) Title/Insignia
  - (a) These individuals shall wear rank insignia on uniform consistent with KCSO rank
- 3) Interaction With Contracting Entity
  - (a) These individuals shall interact with contracting entity staff and officials in accordance with RCW 35.18.110
  - (b) These individuals shall present themselves in the community in a manner consistent with being a member of the entity's staff and in a manner that supports and maintains trust in the contracting entity.
- 4) Duties
  - (a) Will be commensurate with other KCSO assignments

**II. AUTHORITY**

- A) The contracting entity police chief shall have authority commensurate with his or her responsibility, which is recognized internally and externally.
- B) Issues that fall within the purview of the police chief of a contracting entity
  - 1) Prioritization of reactive patrol time
  - 2) Awards Program
  - 3) Travel and Expense Guidelines
  - 4) False Alarm Ordinances/Response
  - 5) Impound Procedures
  - 6) Community Policing
  - 7) Crime Prevention Standards
  - 8) Additional Training
  - 9) Supplemental Reports
  - 10) Incident Notification Policies
  - 11) Job Description of Supplemental full-time employees (FTE's)
  - 12) Expenditure of the contracting entity's police budget
  - 13) Direct access to department support services
  - 14) Staffing assignments and deployment within confines of dedicated City positions

- 15) Prioritize meeting attendance (meetings for the contracting entity take priority over county meetings; county meetings will be kept to a minimum and conducted as efficiently as possible)
- 16) Authorization of support services.
- 17) Use of volunteers and volunteer programs (except reserve officer).

C) Issues that must have input and approval from the King County Sheriff's Office

- 1) Accident Response Criteria
- 2) Court Attendance Policies
- 3) Call-out Procedures
- 4) Uniform/Equipment/Vehicles (including appearance regulations)
- 5) Reserve Program
- 6) Communications Center Procedures
- 7) Traffic Enforcement Policy and Procedures
- 8) K-9 Response Policy
- 9) Response Priorities
- 10) Shift Hours
- 11) Specialty Unit Personnel Selection (Street Crimes Units, Crime Prevention, D.A.R.E., etc.)
- 12) Prioritization of Precinct Detective Unit Workload

D) Issues that fall within the purview of the KCSO and must be consistent between the King County Sheriff's Office and the contracting entities.

- 1) Pursuit Policy
- 2) Seized Property
- 3) Basic Skills Training
  - (a) Emergency Vehicle Operations; Firearms (Include Reviews)
- 4) Use of Force
- 5) Off-Duty Work
- 6) Field Training Officer Program
- 7) Personnel Evaluation System/Annual Performance Evaluation
- 8) Internal Investigations Unit Policies & Procedures
- 9) Reporting Forms
- 10) Hostage Negotiations and Tactical Team Deployment
- 11) Alternative Work Schedules
- 12) Standards of Conduct
- 13) Arrest Warrant Policies
- 14) Labor Contracts (4)
- 15) Supervisory Standards

E) Issues governed exclusively by KCSO policies & procedures:

- 1) DV Response
- 2) Search & Rescue
- 3) Civil Process
- 4) Landlord - Tenant Policies
- 5) Abandoned/Unclaimed Property
- 6) Training
- 7) Basic Law Enforcement Training Academy
- 8) BAC - State
- 9) First Aid - L&I
- 10) CPR - L&I
- 11) Computer Info Access Training
- 12) Airborne/Bloodborne Pathogens
- 13) OSHA/WSHA/EPA Requirements
- 14) King County Code of Ethics
- 15) Public Disclosure and Records

- 16) Gun Permits and Concealed Pistol Licenses
- 17) Federal Labor Standards Act
- 18) Family Leave and Benefits Policies
- 19) Americans with Disabilities Act
- 20) Civil Service Rules
- 21) King County Career Service Rules
- 22) EEOC Guidelines/Requirements
- 23) Discipline

### **III. INCENTIVES/REWARDS**

- A) Contracting entities may award incentives or other recognition within existing guidelines, ethics guidelines, department rules and contract language, interlocal agreements and the award systems of the entity, KCSO and county.

### **IV. COMMITMENTS, TRANSFERS, and PROMOTIONS**

- A) KCSO staff requesting assignment to a contracting entity will make a two-year commitment to work as a member of the entity's police force, except in cases of promotion or other special circumstances. Such special circumstances require the concurrence of the entity's CEO or manager/administrator and applicable KCSO Division Chief.
- B) The transfer of personnel affecting the entity's police force will be coordinated by the KCSO, in consultation with the entity's Police Chief, to minimize the impact of potential vacancies. The number of the entity's vacant positions will be managed with a goal of achieving proportionality with the total number of vacant positions in the KCSO.
- C) Contracting entities may not make de facto promotions by their selection of personnel except in instances in which a pool of candidates is made available for selection by the KCSO.

### **V. STATISTICAL REPORTS**

- A) Whenever possible, reports shall be generated by the Research, Planning, and Information Services Unit.
- B) All reports will be routed through RP&IS Unit.
- C) A courtesy copy of all unique reports that are generated by contract police departments will be sent to RP&IS Unit.
- D) Reports will include footnotes identifying the source of the information.
- E) Service enhancement proposals will be routed through RP&IS Unit.

### **VI. SHARED SUPERVISION PROTOCOL**

- A) The City's Police Chief is responsible for police services within the City. If desired by the City, the City Police Chief, Precinct Commander and appropriate staff shall develop an agreement that addresses in-City Precinct directed field services.
- B) Dedicated City officers will be assigned to respond to calls within the City in line with City protocols, and consistent with section II of this document.

## **EXHIBIT D: INTERNAL INVESTIGATIONS UNIT PROTOCOLS**

### **I. POLICY STATEMENT**

- A) It is the desire of the Internal Investigations Unit (IIU) to be responsive to the needs of the Contract Cities, be sensitive to the rights of the individuals involved, and to comply with statutes, case law, and collective bargaining agreements that govern internal investigations.

### **II. COMPLAINTS OF PERSONNEL MISCONDUCT RECEIVED IN THE CONTRACT CITY**

- A) Current KCSO policy requires that members refer the complainant to IIU or notify a supervisor. Supervisors who become aware of a complaint shall conduct a preliminary investigation and forward the results to their commander. IIU will ensure that the City Police Chief is made aware of complaints of significant misconduct in their City at the earliest practical time. The City Police Chief will ensure that the Chief Executive Officer is informed of all complaints of significant misconduct at the earliest practical time.
- B) City staff and councilmembers may receive complaints of Department personnel misconduct. These complaints should be referred to the Chief Executive Officer or designee who in turn will pass on to Precinct Commander/City Police Chief, an on duty supervisor, or IIU depending on the time of day, the availability of a supervisor, or the seriousness of the complaint.

### **III. COMPLAINTS OF PERSONNEL MISCONDUCT RECEIVED IN IIU**

- A) Complaints received in the Internal Investigations Unit concerning personnel assigned to a contract city or incidents that occur within the City, will be investigated according to current policy. The IIU Commander, or designee, shall notify the affected Precinct Commander/City Police Chief of the complaint as soon as practical.
- B) The criteria for case assignment to the precinct/city for investigation shall be consistent with current KCSO Policy. General Order 10.40.135, identifies the following types of investigations that will remain with IIU for follow-up:
  - 1) When sustained, could result in termination or demotion
  - 2) Where criminal conduct is involved
  - 3) When there are controversial or newsworthy circumstances
  - 4) Any complaint the Commander deems appropriate to be investigated by IIU
  - 5) Any complaint the Sheriff directs IIU to investigate
- C) The Internal Investigations Unit reviews all "Use of Force Reports", and investigates complaints of excessive force.

### **IV. INVESTIGATION OF PERSONNEL MISCONDUCT**

- A) Investigations of alleged personnel misconduct shall be conducted in accordance with General Orders Manual, Section 10, Personnel Complaint Manual and General Orders Manual 3.01.000, Investigation of Personnel Misconduct.
- B) Completed investigations conducted at the Precinct or City level shall be reviewed by the Precinct Commander/City Police Chief and forwarded to IIU through the Chain of Command.

### **V. INFORMATION PROVIDED TO THE CHIEF EXECUTIVE OFFICER**

- A) Chief Executive Officers shall be notified of complaints of misconduct involving KCSO personnel assigned to the City or of incidents that occur within the City. This notification may come from either the Precinct Commander or the City Police Chief.
- B) Results of the investigation will be shared with the Chief Executive Officer, as soon as practical, but the investigative file may not be copied in accordance with case law. Specific discipline for sustained

complaints emanating from the member's assignment to the City will be disclosed to the Chief Executive Officer.

- C) Written correspondence to the complainant will originate from the KCSO. City letterhead with the signature block, "Commander, Internal Investigations Unit" may be used rather than the KCSO letterhead. The City letterhead option is available for the City, but not required.

#### VI. GRIEVANCE PROCEDURES

- A) KCSO members may file a grievance concerning the findings or discipline as the result of a complaint investigation according to the current collective bargaining agreement.
- B) Local, State, and Federal statutes; case law; and the member's collective bargaining agreement govern the grievance procedure.

2000 Hourly Costs for Selected Services-EXHIBIT E

Service	2000 Est. Cost	1996-98 Avg Flight Hours*	2000 Hourly Cost	Minimum Charge	Notes
Air Support*	532,194	617	863	863	Min. charge is 1 hour for off-duty calls.

Service	2000 Est. Cost	1996-98 Avg Mission Hours*	2000 Hourly Cost	Minimum Charge	Notes
Bomb Disposal Unit	148,138	879	168	674	Min. charge is 2 hours for 2 officers.

Service	2000 Est. Cost	2000 Person Hours**	2000 Hourly Cost	Minimum Charge	Notes
Canine Unit	998,246	14,016	71	142	Min. charge is 2 hours for 1 officer.

Service	2000 Est. Cost	2000 Person Hours**	2000 Hourly Cost	Minimum Charge	Notes
DARE Unit	96,218	1,752	55	1,922	Typical class = 35 hours at \$1,922.

Service	2000 Est. Cost	2000 Person Hours**	2000 Hourly Cost	Minimum Charge	Notes
Drug Unit	962,831	15,768	61	122	Min. charge is 2 hours for 1 officer.
Drug Lab Response Team	962,831	15,768	61	244	Min. charge is 2 hours for 2 officers.

Service	2000 Est. Cost	1996-98 Avg Mission Hours*	2000 Hourly Cost	Minimum Charge	Notes
Hostage Negotiation Team	5,783	162.50	36	285	Min. charge is 2 hours for 4 officers.

Service	2000 Est. Cost	2000 Person Hours**	2000 Hourly Cost	Minimum Charge	Notes
Major Crimes	2,995,962	51,684	58	116	Min. charge is 2 hours for 1 officer.

Service	2000 Est. Cost	2000 Hourly Cost of Boat	2000 Hourly Cost of Staff	Minimum Charge	Notes
Marine Patrol	838,712	38	61	319	Min. charge is 2 hours for 2 officers.
Marine Patrol - Dive Unit	see above	38	61	561	Min. charge is 2 hours for 4 officers.

Service	2000 Est. Cost	1998 Mission Hours*	2000 Hourly Cost	Minimum Charge	Notes
MARR Unit	392,919	3,889	101	404	Min. charge is 2 hours for 2 officers.

Service	2000 Est. Cost	2000 Person Hours**	2000 Hourly Cost	Minimum Charge	Notes
Polygraph Examiner	94,910	1,752	54	54	

Service	2000 Est. Cost	1996-98 Avg Mission Hours*	2000 Hourly Cost	Minimum Charge	Notes
Tactical Unit	282,012	1,240	227	3,184	Min. charge is 2 hours for 7 officers.

\* AIR SUPPORT UNIT DETAILS

Search & Rescue ASU missions will be "no charge".

Pro Net (bank hold-up) tracking call-outs will be "no charge".

On-view activity made by the ASU will be at "no charge" to the jurisdiction.

On duty call-outs for ASU by non-contract cites will be billed based on the hourly rate, for the "exact mission time" (no longer a two hour minimum).

Off-duty call-outs for ASU will be billed at the minimum rate of "one hour" (no longer at the two-hour minimum).

\*\* Based on 1,752 available hours per year

Available Time		Days	Hours
Work Days	261	2,088	
Sick Leave	(9)	(72)	
Vacation	(15)	(120)	
Military Leave	(1)	(5)	
In-Service Training	(5)	(40)	
Holidays	(12)	(96)	
TOTAL		219	1,752



Specialty Unit Hours

Exhibit E

Unit	1996	1997	1998	3 Yr Average
Air Support	495.00	828.00	528.00	617.00
Bomb Disposal	1,672.00	563.50	402.00	879.17
Hostage Negotiation	75.25	208.50	203.75	162.50
TAC-30	519.75	1,098.75	2,102.00	1,240.17

## King County Sheriff's Office

## 1998 Workload and Staffing

## Exhibit A, Part 3

1998 Workload Indicators	Non-															
	Beauvais	Burien	Carnation	Covington	Kenmore	Maple Valley	Newcastle	North Bend	Sammamish	SeaTac	Shoreline	Skykomish	Woodinville	Contract	Uninc.	Total
Part I Major Crimes	0	146	0	33	18	17	12	10	12	155	104	0	11	1		519
Bomb Disposal Incidents	0	9	0	3	3	5	0	2	5	3	14	0	8	1	78	131
Canine Details	0	220	0	28	88	80	0	12	23	128	162	0	60	25	915	1,741
FFOC Caseload	0	128	0	59	42	40	4	42	37	103	226	1	66		1,483	2,231
Hostage Negotiation Incidents	0	2	0	0	0	0	0	0	0	1	1	0	0	2	16	22
Tactical Unit Incidents	0	3	0	0	0	0	0	0	1	4	0	0	0	0	20	28
Vice Unit Arrests	0	0	0	0	1	0	0	0	0	0	4	0	0	0	125	130
Licensed Gambling Establishments	0	19	0	2	10	4	0	4	0	11	17	2	2	x	90	161

**1998 Workload Indicators %**

1998 Worldwide Indicators, %																
	Beaux Arts	Burien	Canamoon	Covington	Kenmore	Maple Valley	Newcastle	North Bend	Sammanish	SeaTac	Shoreline	Skykomish	Woodinville	Contract	Non-Union	Total
Part I Major Crimes	0.00%	28.13%	0.00%	6.36%	3.47%	3.28%	2.31%	1.93%	2.31%	29.87%	20.04%	0.00%	2.12%	0.19%	0.00%	100.00%
Bomb Disposal Incidents	0.00%	6.87%	0.00%	2.29%	2.29%	3.82%	0.00%	1.53%	3.82%	2.29%	10.69%	0.00%	6.11%	0.76%	59.54%	100.00%
Cannine Details	0.00%	12.64%	0.00%	1.61%	5.05%	4.60%	0.00%	0.69%	1.32%	7.35%	9.30%	0.00%	3.45%	1.44%	52.56%	100.00%
FFOC Castlead	0.00%	5.74%	0.00%	2.64%	1.88%	1.79%	0.18%	1.88%	1.66%	4.62%	10.13%	0.04%	2.96%	0.00%	66.47%	100.00%
Hostage Negotiation Incidents	0.00%	9.09%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	4.55%	4.55%	0.00%	0.00%	9.09%	72.73%	100.00%
Tactical Unit Incidents	0.00%	10.71%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	3.57%	14.29%	0.00%	0.00%	0.00%	0.00%	71.43%	100.00%
Vice Unit Arrests	0.00%	0.00%	0.00%	0.00%	0.77%	0.00%	0.00%	0.00%	0.00%	0.00%	3.08%	0.00%	0.00%	0.00%	96.15%	100.00%
Licensed Gambling Establishments	0.00%	11.80%	0.00%	1.24%	6.21%	2.48%	0.00%	2.48%	0.00%	6.83%	10.56%	1.24%	1.24%	0.00%	55.90%	100.00%

**1996/97/98 Workload Indicator Average**

1996/97/98 Workload Indicator Average																
	Baux Arts	Burien	Camation	Covington	Kennore	Maple Valley	Newcastle	North Bend	Sammanish	SeaTac	Shoreline	Skykomish	Woodinville	Non-Contract	Uninc.	Total
Part 1 Major Crimes	0.00	143.00	0.00	19.00	25.33	12.23	11.50	11.67	16.00	155.33	94.33	0.00	14.33	0.33	525.11	1,028
Bomb Disposal Incidents	0.00	9.67	0.00	3.67	7.33	2.00	0.25	2.00	8.50	3.67	14.00	0.00	5.67	21.00	78.00	156
Cannie Details	0.00	236.00	0.00	28.67	129.00	52.00	0.00	19.00	22.50	188.33	201.00	0.33	87.33	45.67	1,121.00	2,131
FFOC Caseload	0.00	79.00	0.00	33.33	54.33	43.33	7.25	33.33	45.00	52.33	251.67	0.67	75.67	60.67	1,414.33	2,151
Hostage Negotiation Incidents	0.00	2.00	0.00	0.00	1.00	0.00	0.00	0.00	0.50	1.67	0.67	0.00	0.00	1.33	9.33	17
Hostage Unit Incidents	0.00	1.33	0.00	0.00	1.00	0.33	0.00	0.00	1.00	1.33	0.67	0.00	0.00	3.33	12.00	21
Tactical Unit Arrests	0.00	0.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	7.00	0.00	0.00	3.33	70.67	83
Vice Unit Arrests	0.00	0.00	0.00	0.00	0.33	0.00	0.00	0.00	0.00	1.00	19.67	0.67	4.67	0.00	97.00	168
Licensed Gambling Establishments	0.00	18.33	0.00	0.67	3.33	5.33	0.00	7.33	0.00	11.00	0.00	0.67	0.00	3.33	0.00	168

**1996/97/98 Workload Indicator Average**

1996/97/98 Workload Indicator Average															
	Beaux Arts												Non-		
	Burien	Camano	Covington	Kennmore	Maple Valley	Newcastle	North Bend	Sammamish	SeaTac	Shoreline	Skykomish	Woodinville	Contract	Uninc.	Total
Part I Major Crimes	0.00%	0.00%	1.85%	2.46%	1.19%	1.12%	1.13%	1.56%	15.11%	9.17%	0.00%	1.39%	0.03%	51.07%	100.00%
Bomb Disposal Incidents	0.00%	0.00%	2.35%	4.71%	2.44%	0.16%	1.28%	5.46%	8.34%	8.99%	0.00%	3.64%	13.48%	50.08%	100.00%
Canine Details	0.00%	0.00%	1.35%	6.05%	2.44%	0.00%	0.89%	1.06%	2.85%	9.43%	0.02%	4.10%	2.14%	52.61%	100.00%
FFOC Caseload	0.00%	0.00%	1.55%	2.53%	2.01%	0.34%	1.55%	2.09%	2.43%	11.70%	0.03%	3.52%	2.82%	65.75%	100.00%
Hostage Negotiation Incidents	0.00%	0.00%	0.00%	6.06%	0.00%	0.00%	0.00%	3.03%	10.10%	4.04%	0.00%	0.00%	8.08%	56.57%	100.00%
Tactical Unit Incidents	0.00%	0.00%	0.00%	4.76%	1.59%	0.00%	0.00%	4.76%	6.35%	0.00%	0.00%	0.00%	15.87%	57.14%	100.00%
Vice Unit Arrests	0.00%	0.00%	0.00%	0.40%	0.00%	0.00%	0.00%	0.00%	1.20%	8.43%	0.00%	0.00%	4.02%	85.14%	100.00%
Licensed Gambling Establishments	0.00%	0.00%	0.40%	1.98%	3.17%	0.00%	4.37%	0.00%	6.55%	11.71%	0.40%	2.78%	0.00%	57.74%	100.00%

King County Sheriff's Office

1998 Workload and Staffing

Exhibit A, Part 3

1996 Workload Indicators													
Beaux Arts		Burien		Covington		Federal Way		Kenmore		Maple Valley		North Bend	
Part I Major Crimes	0	145	17	0	0	23	4	16	14	14	175	78	11
Bomb Disposal Incidents	0	10	8	24	130	4	1	1	2	1	1	15	4
Canine Details	0	211	6	308	73	130	29	29	14	224	8	197	82
FFOC Caseload	0	22	0	0	73	73	18	18	21	8	276	1	98
Hostage Negotiation Incidents	0	1	0	2	1	1	0	0	0	3	1	1	0
Tactical Unit Incidents	0	0	0	2	1	1	1	1	0	0	1	1	0
Vice Unit Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0
Licensed Gambling Establishments	0	18	0	0	0	0	7	7	9	11	21	6	169

1996 Workload Indicators %													
Beaux Arts		Burien		Covington		Federal Way		Kenmore		Maple Valley		North Bend	
Part I Major Crimes	0.00%	11.27%	1.32%	0.00%	1.79%	0.00%	0.55%	1.22%	1.09%	13.60%	6.06%	0.00%	0.85%
Bomb Disposal Incidents	0.00%	5.49%	4.40%	13.19%	2.20%	0.00%	0.55%	0.55%	1.10%	0.55%	8.24%	0.00%	2.20%
Canine Details	0.00%	9.02%	0.26%	13.17%	5.56%	0.00%	1.24%	0.93%	0.60%	9.58%	8.42%	0.00%	3.51%
FFOC Caseload	0.00%	1.14%	0.00%	0.00%	3.77%	0.00%	0.00%	0.00%	1.08%	0.41%	14.24%	0.00%	5.06%
Hostage Negotiation Incidents	0.00%	8.33%	0.00%	16.67%	8.33%	0.00%	0.00%	0.00%	0.00%	25.00%	8.33%	0.00%	0.00%
Tactical Unit Incidents	0.00%	0.00%	0.00%	11.76%	5.88%	0.00%	0.00%	5.88%	0.00%	0.00%	5.88%	0.00%	0.00%
Vice Unit Arrests	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Licensed Gambling Establishments	0.00%	10.65%	0.00%	0.00%	0.00%	0.00%	4.14%	4.14%	5.33%	6.51%	12.43%	3.55%	0.00%

1997 Workload Indicators													
Beaux Arts		Burien		Covington		Federal Way		Kenmore		Maple Valley		Newcastle	
Part I Major Crimes	0	138	7	0	35	4	0	4	11	11	20	136	101
Bomb Disposal Incidents	0	10	0	0	15	0	0	0	0.5	2	12	7	13
Canine Details	0	277	52	169	48	47	0	47	0	31	22	213	244
FFOC Caseload	0	87	41	2	2	72	10.5	37	0	37	53	46	253
Hostage Negotiation Incidents	0	3	0	2	2	0	0	0	0	0	1	1	0
Tactical Unit Incidents	0	1	0	2	2	0	0	0	0	0	1	0	1
Vice Unit Arrests	0	2	0	0	0	0	0	0	0	0	0	3	17
Licensed Gambling Establishments	0	18	0	0	0	5	0	5	0	9	0	11	21

1997 Workload Indicators %													
Beaux Arts		Burien		Covington		Federal Way		Kenmore		Maple Valley		Newcastle	
Part I Major Crimes	0.00%	11.03%	0.56%	0.00%	2.80%	0.32%	0.88%	0.88%	0.88%	0.88%	1.60%	10.87%	8.07%
Bomb Disposal Incidents	0.00%	5.90%	0.00%	0.00%	8.85%	0.00%	0.29%	0.00%	0.29%	1.18%	7.08%	4.11%	7.67%
Canine Details	0.00%	10.66%	2.00%	0.00%	6.51%	1.81%	0.00%	1.66%	0.00%	1.19%	0.85%	8.20%	9.39%
FFOC Caseload	0.00%	3.90%	1.84%	0.00%	2.15%	3.23%	0.47%	2.38%	0.00%	1.66%	2.38%	2.06%	11.34%
Hostage Negotiation Incidents	0.00%	17.65%	0.00%	0.00%	11.76%	0.00%	0.00%	5.88%	0.00%	0.00%	5.88%	0.00%	0.00%
Tactical Unit Incidents	0.00%	5.26%	0.00%	0.00%	10.53%	0.00%	0.00%	5.26%	0.00%	0.00%	5.26%	0.00%	0.00%
Vice Unit Arrests	0.00%	2.38%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	3.57%	20.24%
Licensed Gambling Establishments	0.00%	10.34%	0.00%	0.00%	0.00%	2.87%	0.00%	2.87%	0.00%	5.17%	0.00%	6.32%	12.07%

Non-Contract		Skykomish		Woodinville		Contract		Uninc.		Total	
Uninc.	0.00%	1.68%	0.00%	1.68%	0.00%	25.37%	0.00%	61.31%	100.00%	61.31%	100.00%
Contract	0.00%	2.95%	0.00%	2.95%	0.00%	4.31%	0.00%	50.42%	100.00%	50.42%	100.00%
Uninc.	0.00%	4.44%	0.00%	4.44%	0.00%	11.76%	0.00%	47.06%	100.00%	47.06%	100.00%
Contract	0.00%	0.00%	0.00%	0.00%	0.00%	36.84%	0.00%	36.84%	100.00%	36.84%	100.00%
Uninc.	0.00%	0.00%	0.00%	0.00%	0.00%	9.52%	0.00%	64.29%	100.00%	9.52%	100.00%
Contract	0.00%	3.45%	0.00%	3.45%	0.00%	59.77%	0.00%	59.77%	100.00%	59.77%	100.00%

King County Sheriff's Office

1998 Workload and Staffing

Exhibit A, Part 3

Precinct Detectives' 1998 Workload

	Detective		% Precinct	
	Cases		Cases	
Precinct Two & Five	1352		100.00%	
Carnation	8		0.59%	
Kenmore	144		10.65%	
North Bend	27		2.00%	
Sammamish	93		6.88%	
Shoreline	560		41.42%	
Skykomish	0		0.00%	
Woodinville	93		6.88%	
Unincorporated	427		31.58%	
	Detective		% Precinct	
	Cases		Cases	
Precinct Three	1139		100.00%	
Beaux Arts Village	1		0.09%	
Covington	158		13.87%	
Maple Valley	127		11.15%	
Newcastle	42		3.69%	
Unincorporated	811		71.20%	
	Detective		% Precinct	
	Cases		Cases	
Precinct Four	1450		100.00%	
Burien	465		32.07%	
SeaTac	409		28.21%	
Unincorporated	576		39.72%	

King County Sheriffs Office

1999 Precinct Staff Allocation

	Precinct 2	Precinct 3	Precinct 4	Shoreline	Totals	P2 %	P3 %	P4 %	Shoreline	Tot %
Major	1	1	1	1	4	25.0%	25.0%	25.0%	25.0%	100.0%
Captain - City Chief	1	0	1	0	2	50.0%	0.0%	50.0%	0.0%	100.0%
Captains - Precinct Ops	2	2	2	1	7	28.6%	28.6%	28.6%	14.3%	100.0%
CPOs Flex	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%
CPOs City (storefront deputies)	1	0	0	2	3	33.3%	0.0%	0.0%	66.7%	100.0%
CPOs County (storefront deputies)	4	3	4	0	11	36.4%	27.3%	36.4%	0.0%	100.0%
Crime Analysis	1	1	1	0	3	33.3%	33.3%	33.3%	0.0%	100.0%
Crime Prevention	0	1	1	0	2	0.0%	50.0%	50.0%	0.0%	100.0%
DARE	0	0	1	0	1	0.0%	0.0%	100.0%	0.0%	100.0%
Detectives	7	8	10	3	28	25.0%	28.6%	35.7%	10.7%	100.0%
Detective Sergeants	1	1	1	1	4	25.0%	25.0%	25.0%	25.0%	100.0%
Proactive/Emphasis Team	4	6	10	4	24	16.7%	25.0%	41.7%	16.7%	100.0%
Proactive/COP Sgts.	0	1	2	0	3	0.0%	33.3%	66.7%	0.0%	100.0%
HUD Funded Deputies	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%
School Officer	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%
Traffic/Motorcycle	1.5	0.5	0	3	5	30.0%	10.0%	0.0%	60.0%	100.0%
Anti-Crime Deputies	0	0	5	0	5	0.0%	0.0%	100.0%	0.0%	100.0%
Admin. Sergeant	1	0	2	0	3	33.3%	0.0%	66.7%	0.0%	100.0%
Patrol Sergeants City	4	3	0	6	13	10.3%	7.7%	0.0%	15.4%	33.3%
Patrol Sergeants County only	3.5	3	1	0	7.5	9.0%	7.7%	2.6%	0.0%	19.2%
Patrol Sergeants Flex	5.5	5	8	0	18.5	14.1%	12.8%	20.5%	0.0%	47.4%
Patrol Sergeants Total	13	11	9	6	39	33.3%	28.2%	23.1%	15.4%	100.0%
Patrol Deputies City	36	22	45	23	126	12.6%	7.7%	15.7%	8.0%	44.1%
Patrol Deputies County only	19	24	18	0	61	6.6%	8.4%	6.3%	0.0%	21.3%
Patrol Deputies Flex	26	48	25	0	99	9.1%	16.8%	8.7%	0.0%	34.6%
Patrol Deputies Total	81	94	88	23	286	28.3%	32.9%	30.8%	8.0%	100.0%
Precinct Sworn Total	118.5	129.5	138	44	430	27.6%	30.1%	32.1%	10.2%	100.0%
CSOs City	0	0.5	2	1	3.5	0.0%	14.3%	57.1%	28.6%	100.0%
CSOs Flex	0	1	3	0	4	0.0%	25.0%	75.0%	0.0%	100.0%
Clerical - City	0	0	0	1	1	0.0%	0.0%	0.0%	100.0%	100.0%
Clerical - County	4	4	5	0	13	30.8%	30.8%	38.5%	0.0%	100.0%
Evidence Tech	1	1	1	0	3	33.3%	33.3%	33.3%	0.0%	100.0%
Precinct Staff Total	123.5	136	149	46	454.5	27.2%	29.9%	32.8%	10.1%	100.0%

1998 Workload and Staffing

King County Sheriffs Office

1998 Workload and Staffing

Exhibit A, Part 3

Part 1 Crimes				% Part 1		% Total	
Precinct Two (Patrol Districts)	Part 2 Crimes	Crimes	Total Crimes	Crimes	Total Crimes	Crimes	Total Crimes
Carnation (R18)	78	124	202	0.35%	14,195	0.45%	31,522%
Kennore (E1-E5 was B1-B2)	691	721	1,412	3.11%	1,412	3.14%	
North Bend (D1)	321	311	632	1.45%	632	1.40%	
Sammanish (O1-O4 was C3-C5)	471	462	934	2.12%	934	2.07%	
Shoreline (A1-A6)	2,117	2,227	4,344	9.54%	4,344	9.65%	
Skykomish (W7)	7	8	15	0.03%	15	0.03%	
Woodinville (W1)	550	446	996	2.48%	996	2.21%	
Unincorporated	2,710	2,951	5,660	12.21%	5,660	12.57%	
Precinct Three (Patrol Districts)	7,304	7,837	15,141	32.90%	15,141	33.62%	
Beaux Arts Village (R11)	7	6	13	0.03%	13	0.03%	
Covington (H3)	694	658	1,352	3.13%	1,352	3.00%	
Maple Valley (H1)	487	579	1,066	2.19%	1,066	2.37%	
Newcastle (H2)	228	372	600	1.03%	600	1.33%	
Unincorporated	5,888	6,222	12,110	26.52%	12,110	26.89%	
Precinct Four (Patrol Districts)	7,951	7,743	15,694	35.82%	15,694	34.85%	
Burien (N1-N6)	2,395	2,377	4,772	10.79%	4,772	10.60%	
SeaTac (L1-L4)	2,109	1,872	3,981	9.50%	3,981	8.84%	
Skyway (K8)	738	731	1,469	3.32%	1,469	3.26%	
Unincorporated	2,709	2,763	5,472	12.20%	5,472	12.15%	
COUNTY TOTAL	22,200	22,830	45,030	100.00%	45,030	100.00%	

Precinct Two				Precinct Three				Precinct Four			
Patrol District	Part 1 Crimes	Part 2 Crimes		Patrol District	Part 1 Crimes	Part 2 Crimes		Patrol District	Part 1 Crimes	Part 2 Crimes	
A1	142	215		F1	343	251		K1	860	815	
A2	324	266		F2	528	574		K11	123	112	
A3	580	528		F3	793	754		K2	497	577	
A4	465	502		F4	1,002	1,263		K6	61	25	
A5	248	231		F5	812	905		K7	788	804	
A6	358	485		F6	193	282		K8	738	731	
A7	177	179		F7	238	294		K9	7	3	
B1	367	315		F8	654	547		L1	366	345	
B2	156	215		F9	278	418		L2	439	372	
B3	132	176		F99	7	3		L3	588	450	
B4	286	349		G1	100	60		L4	716	705	
B5	417	498		G2	17	18		N1	387	477	
B6	137	224		G3	124	121		N2	447	404	
B7	92	111		G4	27	21		N3	596	569	
B8	166	199		G5	389	365		N4	492	592	
C1	439	408		G6	245	223		N5	473	335	
C2	209	224		G7	138	123		N6	58	50	
C22	3	2		H1	487	579		V1	315	377	
C3	205	211		H2	228	372					
C4	193	159		H3	694	658					
C5	295	310		R11	7	6					
C6	115	156									
C7	82	152									
C9	233	55									
D1	321	311									
E1	23	32									
E2	24	44									
E3	81	55									
E4	11	11									
E5	29	49									
R18	78	124									
W1	550	446									
W7	7	8									
Total	14,195	6,945	7,250	15,141	7,304	7,837		15,694	7,951	7,743	

King County Sheriffs Office

1998 Workload and Staffing

Exhibit A, Part 3

1998 DCFS	Total DCFS	% Precinct	% Precinct Flex	% Total
Precinct Two (Patrol Districts)				
Carnation (R18)	46,930	100.00%	100.00%	34.75%
Kennmore (E1-E5 was B1-B2)	302	0.64%	1.45%	0.22%
North Bend (D1)	3,447	7.34%	16.52%	2.55%
North Bend (D1)	1,720	3.67%	0.00%	1.27%
Sammanish (O1-O4 was C3-C5)	4,045	8.62%	19.38%	2.99%
Shoreline (A1-A6)	13,560	28.89%	0.00%	10.04%
Skykomish (W7)	16	0.03%	0.00%	0.01%
Woodinville (W1)	3,629	7.73%	8.69%	2.69%
Unincorporated Eastside	8,948	19.07%	0.00%	6.62%
Unincorporated Westside	11,263	24.00%	53.96%	8.34%

Precinct Three (Patrol Districts)				
Beaux Arts Village (R11)	43,889	100.00%	100.00%	32.49%
Covington (H3)	44	0.10%	0.10%	0.03%
Maple Valley (H1)	3,793	8.64%	8.64%	2.81%
Newcastle (H2)	3,104	7.07%	7.07%	2.30%
Newcastle (H2)	1,600	3.65%	3.65%	1.18%
Unincorporated	35,348	80.54%	80.54%	26.17%

Precinct Four (Patrol Districts)				
Burien (N1-N6)	44,246	100.00%	100.00%	32.76%
SeaTac (L1-L4)	12,934	29.23%	33.06%	9.58%
Vashon (V1)	11,881	26.85%	30.37%	8.80%
Unincorporated Flex	367	0.83%	0.00%	0.27%
Unincorporated	14,312	32.35%	36.58%	10.60%
Unincorporated	19,431	43.92%		

1998 DCFS					
Precinct Two		Precinct Three		Precinct Four	
Patrol District	DCFS	Patrol District	DCFS	Patrol District	DCFS
A1	1,350	F1	2,207	K1	5,607
A2	1,984	F2	3,390	K2	3,250
A3	3,318	F3	4,315	K6	214
A4	2,616	F4	5,145	K7	4,589
A5	1,566	F5	4,892	K8	4,752
A6	2,726	F6	1,324	K9	72
A7	1,216	F7	1,655	K11	580
B1	1,440	F8	3,325		
B2	1,133	F9	2,078	L1	2,072
B3	1,595	F99	8	L2	2,279
B4	1,958			L3	2,936
B5	2,894	G1	503	L4	4,594
B6	1,406	G2	94		
B7	853	G3	780	N1	2,760
B8	1,440	G4	152	N2	2,321
C1	1,892	G5	2,335	N3	3,291
C2	1,452	G6	1,699	N4	2,626
C22	1	G7	917	N5	1,936
C3	1,683				
C4	1,843	H1	3,393	V1	367
C5	2,445	H2	1,600		
C6	1,178	H3	4,033		
C7	885				
C9	174	R11	44		
D1	1,720				
E1	323				
E2	301				
E3	824				
E4	131				
E5	636				
R18	302				
W1	3,629				
W7	16				
Total	46,930	Total	43,889	Total	44,246
					KCSO Total
					135,065

## **EXHIBIT F**

### **GLOSSARY OF TERMS**

#### **Absence**

The state of being absent from one's assigned duties for a period of time though funds, in most cases, continue to be expended.

#### **Absent without leave**

Absent without authorization.

#### **Administrative Sergeant**

Reports directly to the City's Commanding Officer (Captain or Major) and assists in carrying out the commander's duties; functions as "Acting Police Chief" in the absence of the City Police Chief; wears appropriate rank insignia on city uniform consistent with KCSO rank; interacts with the city staff and city council members in accordance with RCW 35.18.110; and; is expected to present her/himself in the community in a manner that supports and maintains trust in the contract city government and staff.

#### **Alternative shift schedules**

Subject to negotiation, this includes flex time (an employee's shift starting time may vary up to 4 hours from normal).

#### **Audit**

A formal examination of the KCSO's accounts or financial situation; a methodical examination and review.

#### **Backfill**

Staffing a patrol district with some one other than the normally scheduled deputy due to a planned or unplanned absence.

#### **Benefits**

Medical, dental, unemployment, A & D and life insurance, retirement plans; and vacation, sick and holiday pays.

#### **Bereavement Leave**

Up to 3 days leave with pay that can be used when a member of one's immediate family passes away.

#### **BLET/BLEA**

Basic Law Enforcement Training/Academy (720 hours).

#### **Captain**

Appointed by the Sheriff from a certified eligibility list provided by the King County Civil Service Commission and subordinate to the rank of Major.

#### **Car Per Officer (CPO)**

Take home vehicles assigned to department members.

#### **Career Service Employee**

An employee who is appointed to a career service position as a result of a competitive examination process.

#### **Chief**

See "Contract City Police Chief" below.

#### **Chief (Division)**

Appointed by the Sheriff with the consent of the County Council and subordinate to the rank of Sheriff.



### **City Department Model**

Under the city department model, the level, degree and type of precinct/city services and the number of positions assigned to those services shall be determined by the City in consultation with the King County Sheriff or his/her designee. For precinct level services, operates as a stand alone model.

### **City Police Precinct**

To qualify as a City Police Precinct, the following minimum standards must be met:

- meet or exceed all applicable city, state and federal codes and requirements.
- provide sufficient secure office space to accommodate all personnel permanently assigned to the precinct.
- provide appropriate locker and shower/restroom facilities for all male and female assigned staff.
- provide adequate secure, fenced parking for police vehicles.
- provide at least two separate holding cells that meet all county, state and federal codes for temporarily segregating and detaining male/female and juvenile/adult prisoners.
- provide a private, secure entrance through which prisoners can be moved in and out of the holding cell area.
- provide two interview rooms and a meeting/roll-call room.
- provide a permanent evidence storage room and additional safe, secure storage for small arms ammunition, explosives, flammable materials and other hazardous substances.
- provide a secure area in which to air dry wet evidence prior to packaging.
- provide a connection to the county WAN and other applicable telecommunications systems infrastructure that meets or exceeds county standards.
- provide concealed pistol permit and other administrative services to the public at the city police precinct or other city facility.

### **Civil Service Employee**

An employee who is appointed to a (government) civil *service* position as a result of a competitive examination process.

### **Clothing Allowance**

Deputies not required to wear a uniform for at least one full month receive additional pay while so assigned.

### **Commissioned**

Sworn officers/deputies.

### **Communications Center**

Provides emergency telecommunications services between citizens and appropriate public safety agencies on a 24 hour a day basis including a Computer Assisted Dispatch (CAD) system that allows operators to dispatch sworn officers and non-sworn community service officers (CSO's) to calls for police services and take some types of incident reports via the telephone.

### **Community Service Officer (CSO)**

Non-sworn, uniformed staff who do not have arrest authority.

### **Compensatory time**

Time off that is granted with pay in lieu of pay to FLSA-overtime eligible employees for work performed either on an authorized overtime basis or on a holiday that is normally scheduled as a day off.

### **Contract City Police Chief**

Reports directly to Precinct Commander (if Major, directly to Division Chief); works at the direction of city manager/administrator and in compliance with KCSO Policy, Procedures & Directives; Interacts with city staff and council members in accordance with RCW 35.18.110; Functions as a department head within the contract city structure. KCSO ranks that qualify for the chief's position are determined by city population: Sergeant – less

than 20,000: Captain – greater than 20,000: cities choosing the full city model department may select a Major as chief.

**Court overtime**

Deputies are compensated for court appearances, pre-trial hearings or conferences at the county overtime rate stated in the Collective Bargaining Agreement, Article 8, Section 3.

**Dedicated staff**

Personnel regularly assigned to a contract city.

**Deputy (Officer)**

Appointed by the Sheriff from a certified eligibility list provided by the King County Civil Service Commission and subordinate to the rank of Sergeant.

**Disability**

A person is considered to have a "disability" if s/he has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.

**Discretionary training**

Training not mandated by federal, state or county regulations.

**Dispatched calls for service (DCFS)**

Police details that are initiated through the communications center.

**Educational incentive pay**

Additional pay commensurate with an employee's education.

**Fair Labor Standards Act (FLSA)**

A law governing compensation for hours worked/overtime.

**Family Leave**

Paid absence to care for a child, spouse or parent with a serious health condition (employees may receive up to 6 days paid leave per year to be used in lieu of sick leave for family care purposes).

**Family Medical Leave Act (FMLA)**

**Federal Emergency Management Agency (FEMA)**

**Field Training Officer (FTO)**

An experienced deputy with special training used to train and evaluate recruit officers.

**Field Training Program**

An organized training program and standardized evaluation process for recruit officers to ensure that each candidate has an equal opportunity to succeed.

**Field Training Sergeant**

Assists in the FTO selection process, monitors recruit and FTO performance; initiates, schedules, monitors and documents any special recruit training assignments; completes weekly evaluation reports of reach Phase II recruit, schedules and chairs Alternate Week Evaluation meetings.

**Flexible Services Model**

Under the flexible services model, base level law enforcement services will be provided to the city in proportion to the City's share of workload.

**Hazardous duty pay**

Additional pay given to a deputy while serving in one of the following assignments: helicopter, bomb disposal, motorcycle, scuba diver, K-9, TAC-30, patrol, clandestine drug lab team.

**Lateral Academy**

Recruit training for lateral entry officers.

**Lateral entry deputy/officer**

A deputy hired with prior law enforcement experience.

**Leaves of absence**

Governed by R.C.W. 41.14.160 and King County Ordinance 3.12.250.

1. Precinct or Section Commanders may grant up to twenty-four (24) hours of leave without pay for their Department members under their command.
2. Leaves without pay over twenty-four (24) hours may only be granted by the Sheriff.
  - A) Leaves without pay for periods of more than one (1) month shall also be approved in writing and in advance by the Director of the Office of Human Resource Management.
3. Department members shall obtain the appropriate memorandum form from the Personnel Unit, and complete either:
  - A) Medical leave of absence (other than maternity); or
  - B) Medical leave of absence (maternity).

**Leave with pay**

Authorized time off with pay - examples include vacation, compensatory time, and parental leave.

**Leave without pay**

Any absence of an employee from duty without compensation.

**LEOFF 1**

Law Enforcement and Fire Fighters Retirement System (Prior to October 1, 1977).

**LEOFF 2**

Law Enforcement and Fire Fighters Retirement System (Since October 1, 1977).

**Limited commission (also called a special commission)**

Grants a deputy specific duties within a specified area.

**Longevity pay**

Additional pay given for length of service.

**Major**

Appointed by the Sheriff with the consent of the County Council and subordinate to the rank of Division Chief.

**Managing Patrol Performance (MPP)**

A computer based patrol staffing model.

**Mandatory training**

Training that is mandated by state or federal regulations (i.e., Firearms, EVOC, Hazmat, First Aid and CPR).

**Master Police Officer (MPO)**

A non-civil service position appointed by a Selection Committee BI-annually from an eligibility list meeting the criteria in KCSO General Orders Manual Section 1.06.000 and subordinate to the rank of Sergeant.

**Media Relations Officer (MRO)**

Deputy chosen to be responsible for organizing all media interactions.

**Military leave**

Leave of absence with pay for active military duty.

**Non-chargeable services**

Services generally deployed county-wide and not charged under the contract for legislative or policy reasons.

**Non-commissioned**

Non-sworn personnel.

**Officer**

See Deputy

**Parental leave**

Leave of absence to care for a newborn child, a newly adopted child or a newly placed foster child.

**Permanent (Regular) assignment**

Normal duty station.

**PERS 1**

Public Employees Retirement System (Prior to October 1, 1977).

**PERS 2**

Public Employees Retirement System (Since October 1, 1977).

**Phase I Recruit**

A deputy who is attending the Basic Law Enforcement Academy or one of the Pre or Post BLEA courses.

**Phase II Recruit**

A deputy who, after successful completion of the Basic Academy, is assigned to a precinct for field training for three months with a series of three Field Training Officers (FTO's).

**Phase III Recruit**

A deputy who successfully completes Phase II will be assigned to a district as a one-person unit/car under the supervision of a MPO (recruits will have special training assignments and receive monthly observation reports).

**Phase IV Recruit**

A deputy who, after 12 months of employment, is working safely, skillfully and effectively as a "competent police officer" (the deputy is assigned a MPO mentor through the end of his/her probationary time, but no longer has monthly observation reports).

**Post BLET/BLEA**

Post Basic Law Enforcement Training/Academy.

**Pre BLET/BLEA**

Pre Basic Law Enforcement Training/Academy.

**Premium pay**

Additional pay for specialty assignment.

**Promotion**

The movement of an employee to a higher rank.

**Quartermaster**

A sergeant who provides uniforms and equipment for department personnel.

**Retirement**

Completing employment/service as administered and in accordance with the provisions of RCW Chapter 41.40.

**School Resource Officer (SRO)**

A deputy who provides a school-based community policing presence at primary and secondary schools.

**Shared Supervision Model**

Under the shared supervision model, the level, degree and type of precinct/city direct services (such as reactive patrol, precinct detectives and city administrative sergeants, for example) and the number of positions assigned to those services shall be determined by the City in consultation with the King County Sheriff or his/her designee (Precinct command and supervision shall be shared by the County and the City). Patrol and other precinct staff may be dedicated to the City, but line supervision and other staff are shared with the rest of the precinct.

**Sheriff**

Elected Chief Executive of the King County Sheriff's Office.

**Sick leave**

Paid leave of absence from work due to employee or family member's illness.

**Transfer**

Movement of an employee from one position to another position that has the same or comparable job classification and salary.

**Temporary assignment/position**

An assignment/position that is not a regular assignment/position and includes probationary period or provisional appointment.

**Termination**

Separation of employment as a result of discharge, resignation, retirement, reduction in force, or death.

**Vacancy**

A position which is empty, unfilled, or unoccupied such that no funds are being expended.

**Washington State Criminal Justice Training Center (WSCJTC)**

Commonly referred to as the "Academy", the WSCJTC is located in the City of Burien, and serves as the primary training site for western Washington police recruits.

**EXHIBIT G**  
**ARSON INVESTIGATION COSTING MODEL**

**ARSON SERVICE TO CITIES**  
**SUMMARY OF ESTIMATED COSTS FOR AVERAGE**  
**OF 3 CALCULATION METHODS**

Updated for Cities participating as of 03/03/00

<i>Jurisdiction</i>	<i>Percent Based on Hours Share</i>	<i>Percent Based on Value Share</i>	<i>Percent Based on Incident Share</i>	<i>\$ Share Average of Three Methods</i>	<i>Percent Average of Three Methods</i>
Black Diamond	1.3%	1.4%	0.9%	\$1,469	1.2%
Burien	20.4%	15.4%	18.0%	\$22,007	17.9%
Carnation	0.2%	0.2%	0.4%	\$349	0.3%
Covington	9.5%	4.3%	9.9%	\$9,703	7.9%
Des Moines	3.2%	4.1%	1.6%	\$3,666	3.0%
Duvall	0.1%	1.2%	0.9%	\$896	0.7%
Enumclaw	1.0%	7.4%	1.8%	\$4,208	3.4%
Kenmore	7.5%	8.9%	12.4%	\$11,783	9.6%
Maple Valley	3.7%	6.4%	6.1%	\$6,625	5.4%
North Bend	1.9%	2.9%	2.2%	\$2,849	2.3%
Pacific	1.5%	4.1%	1.9%	\$3,045	2.5%
Seatac	15.3%	19.0%	15.5%	\$20,360	16.6%
Sammamish	5.1%	0.0%	4.9%	\$4,095	3.3%
Shoreline	25.7%	21.4%	18.5%	\$26,888	21.9%
Woodinville	3.7%	3.4%	5.1%	\$4,985	4.1%
<b>Total</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>\$122,929</b>	<b>100.0%</b>

# EXHIBIT H

## ARSON INVESTIGATION

### CALL OUT PROTOCOLS

Fire Investigation Unit - Call Out Protocols – Contract Cities

FINV-0012b

Department/Issuing Agency

Building Services Division

Effective Date

Apr 1, 2000

Approved by

Type of Action Page Number

**Revision Page 1 of 3**

1.0 **SUBJECT TITLE:** Fire Investigation Unit - Call Out Protocols for contract cities

2.0 **PURPOSE:**

- 2.1 To outline the policies of the King County Fire Marshal's Office regarding the investigation of fires in cities having a contractual agreement for fire investigation with King County and to establish recommended procedures to be followed by the responsible fire suppression agency in determining when a King County fire investigator should be requested.

3.0 **ORGANIZATIONS AFFECTED:**

- 3.1 Department of Development and Environmental Services
- 3.2 King County Fire Marshal's Office
- 3.3 Fire Departments/Districts providing fire suppression to a city that has contracted with the King County Fire Marshal's Office for fire investigation services.
- 3.4 King County Sheriff's Office
- 3.5 Cities having contracts with King County for fire investigation services

4.0 **REFERENCES:**

- 4.1 Uniform Fire Code
- 4.2 R.C.W. Chapter Title 9 and 9A
- 4.3 R.C.W. 19.27.110
- 4.4 R.C.W. 52.12.031 (7)
- 4.5 R.C.W. 48.48.060
- 4.6 King County Administrative Policies and Procedures
- 4.7 King County Fire Marshal Operating instructions Manual
- 4.8 King County Fire Marshal Policy & Procedure Manual

5.0 **PROCEDURE:**

- 5.1 The Fire Investigation Unit should be notified and respond to fires as follows:
- a. Fires where one or more deaths have occurred.
  - b. Fires where one or more serious injuries have occurred, and those injuries have required or are expected to require hospitalization of the injured party(s).
    - c. Fires that are suspected to be, or are known to be intentionally set and are not investigated by Fire Department personnel under one of the excepted categories in 6.2.
    - d. Fires where the fire suppression agency has not determined a cause, except where the loss is minimal and there is no measurable value in determining the cause.
    - e. All fires where there is evidence that an explosive device was used to initiate the fire or resulted in the fire occurring.

**Note:** This provision is not intended to include containers normally found at the fire scene that exploded as a result of the fire, such as propane bottles, compressed air bottles or aerosol containers.

- 5.2 The King County Fire Marshal's Office will maintain an investigative program designed to collect, store and disseminate information relating to the prevention of fires, accidental or arson caused, to reduce loss of life, fire related injuries, incident frequency and monetary loss.
- 5.3 Every effort will be made to determine the cause of every investigated fire.
- 5.4 Where the cause has been determined to be arson, the Fire Investigation Unit of the King County Fire Marshal's Office shall perform the follow-up investigation and preparation of criminal charges where appropriate.
- 5.5 In incidents involving death or serious injury where hospitalization was or is expected to be required, all reports, evidence, and photographs will be properly secured by the fire investigation unit until the case has been resolved
- 5.6 The King County Fire Investigation Unit will compile and submit monthly UCR (Uniform Crime Reporting) data for the Federal Bureau of Investigation to the King County Sheriff's Office, for cities who contract with the King County Sheriff's Office for police services and to the City Police department for all cities that maintain their own Police Department if requested.

6.0 **RESPONSIBILITIES:**

- 6.1 The King County Fire Investigation Unit is responsible for the investigation of all fires that have been investigated by the Fire Investigation Unit as outlined in section 5.1 of this document.



- 6.2 Qualified Fire Department personnel in the responsible fire suppression agency may conduct fire investigations in the following categories:
- a. Intentionally set fires in Dumpsters and other refuse/garbage containers.
  - b. Intentionally set fires in Newspaper collection containers
  - c. Intentionally set fires in Newspaper distribution structures (Times, P.I., etc.).
  - d. Intentionally set fires in Containers used for collection of clothing, etc.
  - e. Intentionally set fires in abandoned vehicles with a value less than \$250.
  - f. And other such fires as the responsible fire department is qualified to investigate.

- 6.3 For investigations conducted by Fire Department personnel for the investigations noted in section 6.2 above the following recommended procedures may be followed:
- a. Notification of the King County Fire Investigation Unit the following business day of all fire investigations conducted by the Fire Department in accordance with Section 6.2 for all fires that were determined to be intentionally set.
  - b. Examination of the fire scene to determine area, point of origin and cause
  - c. Identification, protection, preservation and collection of all physical evidence for all fires that were determined to be intentionally set. Fire department personnel will assist the responsible police department patrol unit in packaging of evidence, which will then be transported by the patrol unit for storage.
  - d. Preparation of a comprehensive fire investigation report using the King County Fire Investigation Unit format and, where necessary, a fire scene sketch for all fires that were determined to be intentionally set.
  - e. Photographing of the fire scene should be accomplished in three (3) steps, 1) prior to disturbing any debris or other items at or near the point of origin, 2) once again during the examination and 3) at the conclusion of the examinations. Any items considered to be evidence should be shown in photographs at the time and place they were discovered and identified.
  - f. Notification of the responsible police department via the police communications center where arson is suspected or confirmed.
  - g. Forwarding of the fire report along with all available information obtained during the investigation and transfer of the physical evidence, where appropriate, to the Fire Investigation Unit for all fires that were determined to be intentionally set.
  - h. Forwarding a copy of the photographs (or other acceptable photographic medium) and the negatives of the incident to the Fire Investigation Unit for all fires that were determined to be intentionally set.

Note: The proper documentation of fire incidents, accidental or arson, is critical. The scene examination must provide factual information describing what, where, why, and how this fire occurred. Photographs, properly taken, will provide a picture record of the conditions on arrival, during examination, and at the conclusion. The combination will be the basis for re-construction of the fire scene, determination of important time factors and sequence of events prior to and at the time of the fire, including the fire tactics used in extinguishing the fire, an important consideration.

# Shoreline - 2001

Exhibit B

2001

Adopted

<u>Workload Indicators</u>	<u>City</u>	<u>% Prec</u>	<u>% Prec. Flex</u>	<u>% Total</u>
Dispatched Calls	13168	29.14%	0.00%	10.00%
Pct Detective Caseload	645	49.58%		
Commun. Crime Prev. Cslid.		0.00%		0.00%
Part 1 Crimes	2,033			10.00%
Part 2 Crimes	2,006			
Total Crimes	4,039			9.87%
Part 1 Major Crimes	99.00			8.38%
Bomb Disposal Incidents	16.00			8.27%
Canine Details	192.00			8.94%
FFOC Caseload	215.00			9.36%
Hostage Negotiation Incidents	0.67			3.39%
Tactical Unit Incidents	0.67			3.17%
Vice Unit Arrests	7.00			7.29%
Licensed Gambling Establishments	12.67			8.88%
Precinct CPO Flex	n.a.			
Precinct Crime Analysts	-			
Precinct Detectives	3			
Pct. Patrol Flex %	n.a.			
React Patrol Sgts. %	n.a.			
Captains - Precinct Ops	1			
Pct. Facilities and Maintenance cost	n.a.			
Precinct Sworn Staff	45			
Precinct CCPU Staff	-			
Shoreline Precinct Staff	47.00			
Telephone Cost per FTE	436			
Total Shoreline Telephone Credit	20,492			
Pct. 2 Copier Charges	10,453			
# of FTE at Pct. 2 (inc. Shoreline)	171			
Cost per FTE	61			
Shoreline Precinct Staff	47			
Shoreline Credit	2,881			

## Based on 2001 Adopted Cost Book (March 23, 2001 Pumpkin)

Precinct Services		Flex			City		
		Adj. FTE	Amount	Flex FTE Cost	FTEs	Amount	City FTE Cost
Captain - City Chief	O	9.00	\$ 1,232,810	\$ 136,979	9.00	\$ 1,209,346	\$ 134,372
Captain- Precinct Operations	R/O	9.00	\$ 1,232,810	\$ 136,979	9.00	\$ 1,209,346	\$ 134,372
Community Crime Prevention Unit	O	2.00	\$ 215,099	\$ 107,550	2.00	\$ 209,885	\$ 104,943
Community Service Officers	O	6.00	\$ 504,524	\$ 84,087	6.00	\$ 488,881	\$ 81,480
School Resource Officers	O	11.00	\$ 1,216,782	\$ 110,617	11.00	\$ 1,185,497	\$ 107,772
DARE	O	na	na	\$ 105,733	na	na	\$ 105,733
Evidence and Supply Tech	R/O	na	na	na	1.00	\$ 66,961	\$ 66,961
Major - City Chief	O	4.00	\$ 617,550	\$ 154,388	4.00	\$ 607,122	\$ 151,781
Major - Pct Commander	R/O	4.00	\$ 617,550	\$ 154,388	4.00	\$ 607,122	\$ 151,781
Motorcycle - precinct based	O	na	na	na	6.00	\$ 107,709	\$ 107,709
Administrative Specialist I	R/O	na	na	na	1.00	\$ 62,796	\$ 62,796
Administrative Specialist II	R/O	na	na	na	1.00	\$ 64,637	\$ 64,637
Administrative Specialist III	R/O	na	na	na	1.00	\$ 69,643	\$ 69,643
Administrative Specialist IV	R/O	na	na	na	1.00	\$ 71,818	\$ 71,818
Precinct Crime Analysis	O	3.00	\$ 329,373	\$ 109,791	3.00	\$ 321,552	\$ 107,184
Precinct Detectives	R	28.00	\$ 3,543,873	\$ 126,567	3.00	\$ 104,066	\$ 104,066
Precinct Det./Proactive Sgt.	R	na	na	na	1.00	\$ 118,103	\$ 118,103
Precinct Pro-Active	O	25.00	\$ 3,125,362	\$ 125,014	25.00	\$ 2,574,736	\$ 102,989
Reactive Patrol	R	296.00	\$ 32,705,648	\$ 110,492	296.00	\$ 31,933,940	\$ 107,885
Sergeant - City Chief	R/O	7.00	\$ 924,706	\$ 132,101	7.00	\$ 906,456	\$ 129,494
Reactive Patrol/City Admin. Sgts	R	35.00	\$ 4,376,161	\$ 125,033	35.00	\$ 4,284,912	\$ 122,426
		All Cities			City		
Support Services		Adj. FTE	Amount	Flex FTE Cost	Adj. FTE	Amount	City FTE Cost
Air Support	O	4.50	\$ 716,346	\$ 159,188	4.50	\$ 716,346	\$ 159,188
Asset Forfeiture Unit	O	3.00	\$ 363,268	\$ 121,089	3.00	\$ 363,268	\$ 121,089
Bomb Disposal Unit*	R/O	1.00	\$ 167,367	\$ 167,367	1.00	\$ 167,367	\$ 167,367
Canine (Special Ops)	R/O	8.00	\$ 1,108,279	\$ 138,535	8.00	\$ 1,108,279	\$ 138,535
Communications-911	R	71.00	\$ 6,023,961	\$ 84,845	71.00	\$ 6,023,961	\$ 84,845
Domestic Violence Intervention	O	6.00	\$ 1,022,600	\$ 170,433	6.00	\$ 1,022,600	\$ 170,433
Drug Enforcement Unit	O	7.00	\$ 925,671	\$ 132,239	7.00	\$ 925,671	\$ 132,239
DWI	O	5.00	\$ 622,961	\$ 124,592	5.00	\$ 622,961	\$ 124,592
Fraud, Forgery, Organized Crime*	O	7.00	\$ 981,154	\$ 140,165	7.00	\$ 981,154	\$ 140,165
General Traffic	O	7.00	\$ 871,898	\$ 124,557	7.00	\$ 871,898	\$ 124,557
Hostage Negotiation	R/O	0.01	\$ 1,243	\$ 124,300	0.01	\$ 1,243	\$ 124,300
Major Crimes Detectives	R	22.00	\$ 3,248,139	\$ 147,643	22.00	\$ 3,248,139	\$ 147,643
Homicide Unit			\$ 395,754				
Marine Patrol	O	7.00	\$ 885,524	\$ 126,503	7.00	\$ 885,524	\$ 126,503
MARR Unit	O	6.00	\$ 449,852	\$ 74,975	6.00	\$ 449,852	\$ 74,975
Motorcycle	O	4.00	\$ 507,496	\$ 126,874	4.00	\$ 507,496	\$ 126,874
Tactical Unit	R	1.50	\$ 281,920	\$ 187,947	1.50	\$ 281,920	\$ 187,947
Vice	O	1.20	\$ 154,430	\$ 128,692	1.20	\$ 154,430	\$ 128,692
Gambling	O	0.80	\$ 102,954	\$ 128,692	0.80	\$ 102,954	\$ 128,692

Bob -

For future revisions:

- 4.4 deadline  
for revised estimated  
agreement amount can  
be deleted in  
favor of more timely  
4.7 schedule

- 15 - 17.2.4

seems to improperly  
delegate power to  
amend to third parties  
i.e. majority of the  
Oversight Committee.  
L



**King County  
Office of Budget**

King County Courthouse  
516 Third Avenue, Room 420  
Seattle, WA 98104

(206) 296-3434  
FAX (206) 296-3462

Exhibit B  
to  
1269

**CITY OF SHORELINE**

**Clerk's Receiving**

No: 1269

Date: 6/7/01

Steven C. Burkett, City Manager  
City of Shoreline  
17544 Midvale Ave. N  
Shoreline, WA 98133

June 6, 2001

Dear Mr. Burkett:

Enclosed please find a revised Exhibit B for the 2001 cost of police services provided by King County to the City of Shoreline. This exhibit reflects changes requested by the City of Shoreline including the conversion of a motorcycle officer to patrol and the upgrade of a detective to a detective-sergeant.

Due to the significant cost difference between motorcycle officers in the Proposed (Aqua) and Adopted (Pumpkin) books, converting one officer to patrol has resulted in the Adopted book being less expensive than the Proposed for Shoreline. In accordance with Section 4.4 of the Interlocal Agreement, if the Spring 2001 Adopted Cost Book, and resulting Exhibit B's, are lower than the Proposed charges, the lesser of the two prices will be charged. The attached Exhibit reflects the lower charge for 2001.

The other change reclasses a detective to a detective sergeant effective March 1, 2001. The increase for this adjustment was prorated for 10 months of the year. The rest of the Exhibit is based on identical staffing to the original sent to you on May 11, 2001, and is based on updated 1999 workload indicators and 2001 unit cost estimates from the 2001 Adopted (Pumpkin) Cost Book.

The attached Exhibit B becomes part of the official contract agreement between King County and Shoreline for 2000 police services for the amount of \$6,212,875. If you have any questions or would like further information, please call me at 206-296-3461.

Sincerely,

Jason King  
King County Office of Budget

cc: Debbie Tarry, Finance Director, City of Shoreline  
Chief Susan Rahr, Field Operations, Sheriff's Office  
Chief Rebecca Norton, Technical Services, Sheriff's Office  
Major Denise Pentony, Sheriff's Office  
Captain Bruce Kalin, Contracting Unit, Sheriff's Office  
Jon McCracken, Finance Director, Sheriff's Office

Attachment

**RECEIVED**

JUN 7 2001

**FINANCE**

**FILED**

JUL 25 2001

CITY CLERK  
CITY OF SHORELINE

# Shoreline - 2001

Exhibit B 1269

2001  
Adopted

## UPDATED FOR 1997-99 WORKLOAD & 2001 ADOPTED (Pumpkin) BOOK - Final CITY MODEL

Precinct/City Services		City Model			
Title	R/O	Billing Factor	Amount	Cost	FTEs
Canine (city)	R	FTE			
Captain - Operations	O	FTE	1.00	134,372	1.00
Captain- Pct. Operations	R	% FTE			
Community Crime Prevention Unit	O	FTE			
Community Policing Specialists	O	FTE	2.00	215,770	2.00
Community Service Officers	O	FTE	1.00	81,480	1.00
School Resource Officer	O	Y	1.00	107,772	1.00
DARE	O	# of Classes			
Evidence and Supply Tech	O	FTE			
Pct. Facilities and Maintenance		% Pct. FTE	N/A		N/A
Major - City Chief	O	FTE	1.00	151,781	1.00
Major - Pct. Commander	R	% FTE			
Motorcycle	O	FTE	2.00	215,418	2.00
Admin Spec II	O	FTE			
Admin Spec III	O	FTE	1.00	69,643	1.00
Admin Spec IV	O	FTE			
Pct. Crime Analysis	O	% FTE			
Pct. Detectives	R	FTE	3.00	329,542	3.00
Pct. Detective Sgt.	R	FTE	2.00	216,522	2.00
Pct. Pro-Active <sup>3</sup>	O	FTE	3.00	308,968	3.00
Reactive Patrol <sup>4</sup>	O	FTE	24.00	2,589,238	24.00
Reactive Patrol Sgts.	R	FTE	6.00	734,556	6.00
Subtotal			\$	5,155,063	47.00

Support Services	R/O	?	Billing Factor	Amount	Service Cost	FTE
Air Support	O	N	% DCFS	10.00%	-	-
Asset Forfeiture	O					
Bomb Disposal Unit	R/O	Y	% Incidents	8.27%	13,839	0.08
Canine	R/O	Y	% Details	8.94%	99,110	0.72
Communications-911	R	Y	% DCFS	10.00%	602,446	7.10
Drug Enforcement Unit	O	N	% Pt 1 Crime	10.00%	-	-
DWI	O	N	FTE		-	-
Fraud, Forgery, Organized Crime	O	Y	% Caseload	9.36%	91,830	0.66
General Traffic	O	N	FTE		-	-
Hostage Negotiation	R/O	Y	% Incidents	3.39%	42	0.00
Major Crimes Detectives	R	Y	% Pt 1 Major Crime	8.38%	272,052	1.84
Homicide Placeholder			% Pt 1 Major Crime	8.38%	33,147	
Marine Patrol	O	N	NA		-	-
MARR Unit	R/O	N	% Incidents	10.29%	-	-
Motorcycle						
Tactical Unit	R	Y	% of Incidents	3.17%	8,950	0.05
Vice	O	N	% Unit Arrests	7.29%	-	-
Gambling	O	N	% Gambling Licenses	8.88%	-	-

Subtotal	1,121,417	10.44
Total	6,276,480	57.44
Less copier charges	(2,881)	
Less phone charges	(20,492)	
Revised Total	6,253,106	
Computer Replacement Charge (45.00 FTE)	46,500	
COPS Universal Hiring Credit (1.0 FTE) <sup>1</sup>	(25,000)	
Homicide Placeholder Credit <sup>2</sup>	(33,147)	
COPS School Resource Officer Credit (1.0 FTE) <sup>3</sup>	(41,667)	
<b>REVISED TOTAL CHARGE</b>	<b>6,199,793</b>	<b>57.44</b>

**FIRE INVESTIGATION SERVICES PASSTHROUGH \$ 29,578**  
**CAP CREDIT \$ (16,496)**  
**SUMMARY TOTAL \$ 6,212,875**

- 1) COPS Universal Hiring Grant Credit will be received annually at \$25,000 per FTE for three years.
- 2) Homicide Placeholder applied toward Fire Investigation services per letter of 9/14/00
- 3) School Resource Officer Grant is \$125,000 over 3 years beginning 1/1/01. Position added per ltr of 9/14/00
- 4) Decreased one Motorcycle Officer and increased one Reactive Patrol effective 1/1/00.
- 5) Converted Precinct Detective to Sergeant per ltr of 2/27/01. Cost reflects effective date of 3/1/01

# Shoreline - 2001

Exhibit B

2001

Adopted

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Tactical Unit Incidents	0.67			3.17%
Vice Unit Arrests	7.00			7.29%
Licensed Gambling Establishments	12.67			8.88%
Precinct CPO Flex	n.a.			
Precinct Crime Analysts	-			
Precinct Detectives	3			
Pct. Patrol Flex %	n.a.			
React Patrol Sgts. %	n.a.			
Captains - Precinct Ops	1			
Pct. Facilities and Maintenance cost	n.a.			
Precinct Sworn Staff	45			
Precinct CCPU Staff	-			
Shoreline Precinct Staff	47.00			
Telephone Cost per FTE	436			
Total Shoreline Telephone Credit	20,492			
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Evidence and Supply Tech	R/O	na	na	na	1.00	\$ 66,961	\$ 66,961
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Major - Pct Commander	R/O	4.00	\$ 617,550	\$ 154,388	4.00	\$ 607,122	\$ 151,781
Motorcycle - precinct based	O	na	na	na	6.00	\$ 107,709	\$ 107,709
Administrative Specialist I	R/O	na	na	na	1.00	\$ 62,796	\$ 62,796
Administrative Specialist II	R/O	na	na	na	1.00	\$ 64,637	\$ 64,637
Administrative Specialist III	R/O	na	na	na	1.00	\$ 69,643	\$ 69,643
Administrative Specialist IV	R/O	na	na	na	1.00	\$ 71,818	\$ 71,818
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		All Cities			City		
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Asset Forfeiture Unit	O	3.00	\$ 363,268	\$ 121,089	3.00	\$ 363,268	\$ 121,089
Bomb Disposal Unit*	R/O	1.00	\$ 167,367	\$ 167,367	1.00	\$ 167,367	\$ 167,367
Canine (Special Ops)	R/O	8.00	\$ 1,108,279	\$ 138,535	8.00	\$ 1,108,279	\$ 138,535
Communications-911	R	71.00	\$ 6,023,961	\$ 84,845	71.00	\$ 6,023,961	\$ 84,845
Domestic Violence Intervention	O	6.00	\$ 1,022,600	\$ 170,433	6.00	\$ 1,022,600	\$ 170,433
Drug Enforcement Unit	O	7.00	\$ 925,671	\$ 132,239	7.00	\$ 925,671	\$ 132,239
DWI	O	5.00	\$ 622,961	\$ 124,592	5.00	\$ 622,961	\$ 124,592
Fraud, Forgery, Organized Crime*	O	7.00	\$ 981,154	\$ 140,165	7.00	\$ 981,154	\$ 140,165
General Traffic	O	7.00	\$ 871,898	\$ 124,557	7.00	\$ 871,898	\$ 124,557
Hostage Negotiation	R/O	0.01	\$ 1,243	\$ 124,300	0.01	\$ 1,243	\$ 124,300
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Homicide Unit			\$ 395,754				
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MARR Unit	O	6.00	\$ 449,852	\$ 74,975	6.00	\$ 449,852	\$ 74,975
Motorcycle	O	4.00	\$ 507,496	\$ 126,874	4.00	\$ 507,496	\$ 126,874
Tactical Unit	R	1.50	\$ 281,920	\$ 187,947	1.50	\$ 281,920	\$ 187,947
Vice	O	1.20	\$ 154,430	\$ 128,692	1.20	\$ 154,430	\$ 128,692
Gambling	O	0.80	\$ 102,954	\$ 128,692	0.80	\$ 102,954	\$ 128,692





# The City Of Kenmore

P.O. Box 82607

Kenmore, Washington 98028-0607

December 4, 2002

The Honorable Ron Sims  
King County Executive  
King County Courthouse  
516 Third Avenue  
Seattle, WA 98140

*Leonard,*

*cc please to:*

*Chief Lee*

*Jon McClaren*

*Jason King*

*Rebecca Connolly*

*Michael Porter*

Dear Executive Sims,

The Oversight Committee has directed me as chair to provide you written notice in conformance with Section 10 of the Inter-local Agreement for law enforcement services:

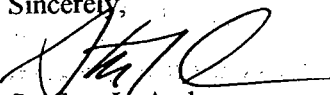
With the exception of an outstanding issue concerning the optional arson investigation service, we have reached consensus to extend the law enforcement services contract for another two years, through December 31, 2004. The city members of the Oversight Committee respectfully request that the optional arson investigation service be clarified to enable the parties to reach mutual agreement regarding the option to pursue or withdraw from this particular service.

At the January 2002 Oversight Committee meeting, the cities designated four city managers to join with representatives from your staff to identify cost containment alternatives. This group was supported by a sub-committee of the finance directors' Oyster Team committee. Their task was to review the cost model to determine the basis for the high contract cost increases these past few years and recommend alternatives to bring those costs within the range contract cities are paying for other services.

We truly appreciate the opportunity of working together to better understand the contract cost issues and to identify possible solutions to increasing costs. This effort has educated the parties on the impacts of the individual contract city's decision related to cost increases, as well as identifying several Department operating efficiencies. The cost containment effort will continue into future years as we strive to improve this contract in the interest of both parties. It is of particular concern to contract cities that significant budget changes at King County and the Sheriff's Department not disproportionately impact the cities.

The contract cities are generally pleased with the quality of services, the professional conduct of the contract employees and our positive working relationship with the Sheriff Department. Under Sheriff Dave Reichert's leadership, we have come a long way together in improving both the contract terms and the services provided. We look forward to building onto this success.

Sincerely,

  
Stephen L. Anderson  
City Manager

C: The Honorable Dave Reichert, King County Sheriff  
Contract City Oversight Committee Members

*Note:*

*This is the memo that refers to the Oversight Committee extending the contracts through December 31, 2004.*

**Amendment to Interlocal Agreement**

**Between King County and Cities of Burien, Carnation, Covington, Kenmore, Maple Valley, Newcastle, North Bend, Sammamish, SeaTac, Shoreline and Woodinville for Fire Investigation Services Conducted Pursuant to the 2000 Interlocal Agreement relating to Law Enforcement Services**

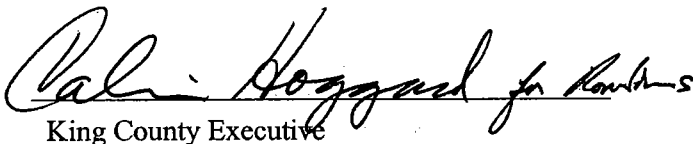
**6.19.1 Fire Investigation**

~~For~~ Beginning in the year 2000, the City may purchase fire investigation services through this agreement. These services will be provided by the King County Department of Development and Environmental Services (DDES) Fire Marshal's Office by separate agreement with the KCSO. The cost for this service is shown on Exhibit B, and will be calculated in accordance with Exhibit G: "Arson Investigation Costing Model." Fire Investigation callouts will be in accordance with protocols outlined in Exhibit H: "Arson Investigation Call Out Protocols," unless superseded by new or revised protocols adopted by the Oversight Committee, DDES and affected fire agencies.

IN WITNESS WHEREOF, the parties have executed this agreement.

KING COUNTY

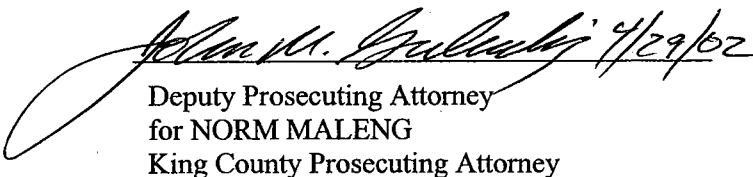
City of Shoreline

  
King County Executive

\_\_\_\_\_  
Chief Executive Officer

Approved as to Form

Approved as to Form

 7/29/02  
Deputy Prosecuting Attorney  
for NORM MALENG  
King County Prosecuting Attorney

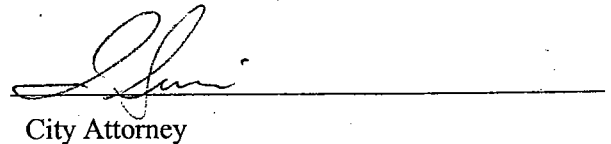
  
City Attorney

EXHIBIT G

ARSON INVESTIGATION COSTING MODEL

Pursuant to section 6.19 of the Interlocal Agreement Relating to Law Enforcement Services, the King County Department of Development and Environmental Services (DDES) will provide fire investigation services to cities contracting with the King County Sheriff's Office KCSO for police services. The extent to which contract cities use these fire investigation services is not likely to be uniform. This exhibit sets for the model by which costs of providing such service is to be allocated among the contracting cities.

A city will be charged in accordance with its percentage of historic usage of the service. The total cost to the County is reflected in Exhibit B, as updated by the County from year to year. A percentage of that total cost is assigned to each city based on its historic usage. The percentages of historic usage by cities are updated for each successive contract year. A three-year average is used with the most recent year being added and the oldest year being deleted. A summary table setting forth the current updated percentage assigned to each city is included in Exhibit B.

To determine the cost for each city, the total County cost identified in Exhibit B shall be multiplied by the city's average percentage of use indicated on the most current summary table (Exhibit B). Each city must pay the amount specified whether the service is used during the contract year or not. If a city does not use the services during the contract year, that city's percentage assignment for fire investigation services will drop due to the three-year averaging approach described above. There is no refund for low usage or non-usage.

In the event that cities utilize more hours than the previously established "share", and the total program cost accordingly exceeds the total cost to the County set forth in Exhibit B, those cities exceeding their assigned percentage shall be responsible for the additional cost. Additional costs shall be billed to cities at the DDES' hourly overtime rate set forth in Exhibit B.

**EXHIBIT H**  
**ARSON INVESTIGATION**  
**CALL OUT PROTOCOLS**

1. **PURPOSE.** In accordance with section 6.19.1 of the Interlocal Agreement, this Exhibit specifies the protocols for the King County Fire Marshal's Office investigation of fires in cities that contract for fire investigation services with King County.
  
2. **SCOPE OF INVESTIGATION.** Upon request by the City or its designee, the Fire Investigation Unit of the King County Fire Marshal's Office shall respond to the following fires:
  - a. Fires where one or more deaths have occurred;
  - b. Fires where one or more serious injuries have occurred, and those injuries have required or are expected to require hospitalization of an injured party;
  - c. Fires that are suspected to be, or are known to be intentionally set and any other fires not otherwise investigated;
  - d. Fires where the fire suppression agency has not determined a cause, except where the loss is minimal and there is no measurable value in determining the cause;
  - e. Fires where there is evidence that an explosive device was used to initiate the fire or resulted in the fire occurring; provided that, this fire type does not include instances where a container normally found at the fire scene (such as propane bottles, compressed air bottles or aerosol containers) exploded as a result of the fire.
  
3. **SERVICES PROVIDED.** Upon request by the City or its designee for services in response to a fire within the scope of fire types listed in section 2 above, the King County Fire Marshal's Office shall:
  - a. Undertake reasonable efforts to investigate and determine the cause of the fire;
  - b. Where the cause has been determined to be arson, perform the follow-up investigation and preparation of criminal charges where appropriate;
  - c. In incidents involving death or serious injury where hospitalization was or is expected to be required, properly secure all reports, evidence, and photographs until the case has been resolved;
  - d. Compile and submit monthly Uniform Crime Reporting (UCR) data for the Federal Bureau of Investigation to the King County Sheriff's Office.

**Amendment to Interlocal Agreement  
Between King County and the City of Shoreline  
Relating to Law Enforcement Services**

WHEREAS King County, a home rule charter county, a political subdivision of the State of Washington, hereinafter referred to as the "County" and the City of Shoreline, a municipal corporation of the State of Washington, hereinafter referred to as the "City," entered into an Interlocal Agreement in 2000 relating to the provision of law enforcement services; and

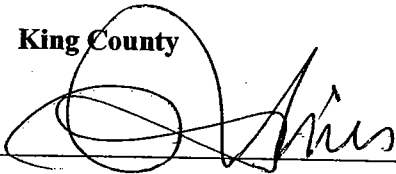
WHEREAS, the County and the City desire to amend this Interlocal Agreement to show that computer replacement will take place on a four-year schedule;

NOW THEREFORE, the County and City hereby agree to the following amendments to the 2000 Interlocal Agreement related to Law Enforcement Services:

1. Section 6.18.3 is amended to read: Replacement computers will be furnished via the Computer Replacement Fund, approximately every three four years. The City will be charged a monthly replacement fee based on the number of computers in the City. This annual cost will appear as a separate line in Exhibit B. If the City bought its own computers, it will receive the unspent balance of the replacement funds should the agreement be terminated.
2. Section 6.18.4 is amended to read: Annually, the County will estimate the purchase price of replacement hardware, software, accessories and tax. The monthly computer replacement cost will be calculated on a useful life of three four years.

IN WITNESS WHEREOF, the parties have executed this agreement.

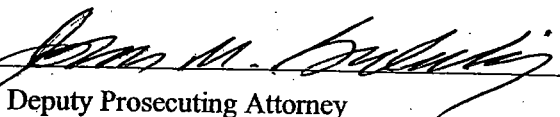
**King County**

  
\_\_\_\_\_  
King County Executive

Date

12-11-2003

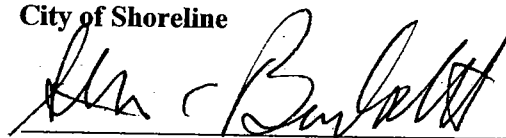
*Approved as to Form*

  
\_\_\_\_\_  
Deputy Prosecuting Attorney

Date

11/19/03

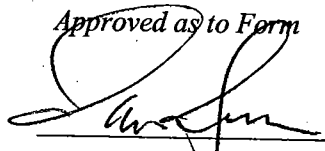
**City of Shoreline**

  
\_\_\_\_\_  
Steven Burkett, City Manager

Date

10/8/03

*Approved as to Form*

  
\_\_\_\_\_  
City Attorney

Date

10/8/03